

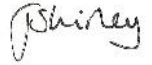
1<sup>st</sup> June 2017

I hereby give notice that the meeting of Eastington Parish Council will be held in **Eastington Community Centre (at OHMG – Sue Jones Room)** on **Thursday 8<sup>th</sup> June 2017 at 7.00pm.**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below.

**All residents** of the Parish are welcome to attend and a 20 minute period of time is set aside for members of the public to raise questions.

**Julie Shirley, Clerk to Eastington Parish Council**



**AGENDA**

1. To note attendance and apologies for absence
2. To receive declarations of interest in items on the agenda
3. To receive Chairman's announcements
4. To approve the minutes of the meeting held on 11<sup>th</sup> May 2017.
5. To review outstanding actions from previous meeting.
6. To consider changes to the order of business.

**(All Items 1-6: 10 mins)**

The meeting may be adjourned at this point for members of the Public to speak. **(20 mins)**

*Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.*

To receive a report from the County Councillor  
To receive a report from the District Councillors

**(5 mins)**

**(5 mins)**

**7. Planning**

**(15 mins)**

7.1 To note planning decisions made by Stroud District Council.

7.2 To consider the following planning applications:

Application No:	Address	Details
S.17/0617/COU	Fromebridge Garage Fromebridge	Change of use of agricultural animal pen to car park
S.17/1117/HHOLD	Pippin, Bath Road Eastington	Rear extension
S.17/0983/FUL	Unit 2 Brunel Way Stonehouse	Extension to factory and office
S.17/1001/FUL	Land adjacent to Gilfach Newtown	3 houses comprising 2 semi detached and 1 detached house

**8. Groups / Meetings / Reports**

**(10 mins)**

8.1 To receive an update from the Getting Around Group.

8.2 To receive an update from the Churchyard & Burial Ground Group

8.3 To receive an update from the Resources Committee and to note that the Clerk's annual appraisal has been completed.

8.4 To receive the notes of the Strategic Planning Working Group meeting held on 22<sup>nd</sup> May.

**9. Finance / Procedures**

**(30 mins)**

- 9.1 To receive an update on the 2017/18 accounts including bank reconciliation.
- 9.2 To approve the payment of Clerk's expenses for May 2017.
- 9.3 To approve the payment of Cllr Loveridge's expenses for the annual parish meeting.
- 9.4 To receive the Clerk's timesheet for May 2017.
- 9.5 To receive a verbal update from the Clerk regarding the Skate Area project.
- 9.6 To approve the purchase of additional toddler play equipment using grant funding.
- 9.7 To approve the purchase of a lockable storage box at the play park using grant funding.
- 9.8 To approve the purchase of large bin sacks for the play park bins at a cost of £44.39+VAT for 200 bags to be paid from the play park maintenance budget.
- 9.9 To approve the contribution to OHMGC for the installation of CCTV for the skate park from grant funds.
- 9.10 To approve the insurance renewal at a cost of £1050.07 (year 2 of a 3 year long term agreement).
- 9.11 To adopt the revised Financial Regulations as amended at the previous meeting
- 9.12 To adopt the revised Standing Orders as amended at the previous meeting
- 9.13 To approve the draft Social Media Policy
- 9.14 To approve the draft Website Policy
- 9.15 To consider a new 2 year phone contract with Vodafone at the reduced cost of £33.33+VAT per month.
- 9.16 To note that trees have been inspected at the following locations (copy of report available on request) and to approve recommended tree works:
  - Westend Green £74
  - Nastend Green £96
  - Alkerton Green £36
  - Burial Ground £262
- 9.17 To approve further detailed inspection of oak tree at Nastend Green at a maximum cost of £300+VAT.
- 9.18 To note that installation of a defibrillator at the church will require a faculty at a cost of £251+VAT, Council to confirm it wishes to proceed.
- 9.19 To approve the accounts for payment, schedule circulated prior to meeting.

**10 Correspondence**

**(10 mins)**

- 10.1 To receive a list of correspondence received for information.
- 10.2 To discuss the Strategic Assessment of Land Availability.

**Any other business for the next meeting.**

**Notice:** The next meeting of Eastington Parish Council will be on Thursday 13<sup>th</sup> July 2017. Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Wednesday 5<sup>th</sup> July 2017.

# EASTINGTON PARISH COUNCIL

Email: [clerk@eastington-pc.gov.uk](mailto:clerk@eastington-pc.gov.uk)

## **Minutes of the Annual Meeting held on 11<sup>th</sup> May 2017 at 7.00pm in Eastington Village Hall**

- 1 **Election of Chair and receive Chair's Declaration of Acceptance of Office:** Cllr Loveridge nominated Cllr Bullock seconded by Cllr Wells. Cllr Bullock was unanimously elected as Chair for the ensuing year. Cllr Bullock signed the Declaration of Acceptance of Office.
- 2 **Election of Vice-Chair:** Cllr Loveridge nominated Cllr Corrie seconded by Cllr Simmons. Cllr Corrie was unanimously elected as Vice-Chair for the ensuing year.
- 3 **Terms of Reference for the various committees and working groups were approved including changing the Resources Group to a Committee. Councillors appointed to Committees / working groups / external bodies as follows:**
  - a. **Churchyard and Burial Ground Group:** Cllrs Allen, Bullock, Simmons and Wells.
  - b. **Getting Around Group:** Cllrs Allen, Bomberg and Chatterley.
  - c. **Appeals & Hearing Panels:** All councillors
  - d. **Planning Committee:** Cllrs Bomberg, Bullock, Loveridge, Wells and Simmons.
  - e. **Resources Committee:** Cllrs Bullock, Corrie, Loveridge and Wells.
  - f. **Strategic Planning Working Group:** Cllrs Allen and Chatterley.
  - g. **Flood Prevention representative:** Cllr Allen
  - h. **Canal Consultative Working Group representative:** Cllr Corrie to be confirmed.
  - i. **Community Land Trust representative:** Cllr Chatterley
  - j. **OHMG representative:** Cllr Simmons.
  - k. **Village Hall representative:** Cllr Loveridge.
  - l. **The Eastington Allotments Society representative:** Cllr Corrie to be confirmed.
  - m. **Friends of Snakey Lane Park Group representative:** Cllr Loveridge.
  - n. **Substitute members** (as per Standing Order 4d(v)) appointed for Committees/Working Group absences: Cllrs Bomberg, Bullock and Cozens.
- 4 **Attendance and apologies for absence** In attendance Cllrs Bullock (Chair), Bomberg (7.25pm onwards), Chatterley, Cozens (7.30pm onwards), Loveridge, Simmons, and Wells. There were 3 members of the public. Also present District Councillors Stephen Davies, John Jones, and Parish Clerk Mrs J Shirley. Apologies received from Cllrs Allen and Corrie.
- 5 **Declarations of interest in items on the agenda.** Cllr Loveridge declared a pecuniary interest in item 9.19.
- 6 **Chairman's announcements:** Cllr Bullock announced that the Parish Council has been awarded the Gold level of the Local Council Award Scheme, Eastington is the third council in Gloucestershire to receive the award.
- 7 **Approval of the Minutes of the Council meeting held on 13<sup>th</sup> April 2017:** RESOLVED to accept the minutes.
- 8 **Outstanding actions from previous meeting:** (March 2017) Item 8.2 Lorry Watch volunteer day to be arranged by Cllr Chatterley. (April 2017) Item 8.2 Clerk to investigate costs in creating new entrance into burial ground, and to investigate costs of creating Remembrance Garden. Item 9.2 Clerk to seek consent from various Alkerton-central locations for possible defibrillator installation. Item 10.2 Clerk to draft letter to GFirst LEP.
- 9 **Changes to the order of business.** Cllr Chatterley suggested deferring the Social Media Policy and Website Policy to the next meeting. All agreed.

The meeting was opened up for Public question time.

Mr Edwards addressed the meeting regarding a letter he had received from the Local Highways Manager regarding the speed humps on Alkerton Road.

Signed .....

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Date .....

# EASTINGTON PARISH COUNCIL

Email: [clerk@eastington-pc.gov.uk](mailto:clerk@eastington-pc.gov.uk)

Mr Edwards went on to thank the Council for the support in improving the public rights of way. Mr Edwards also enquired as to how the Public Rights of Ways Defenders can apply to the Solar Grant Fund; the Clerk will email Mr Edwards all the information.

Cllr Bomberg joined the meeting.

Cllr Chatterley gave information from the meeting with Highways concerning the speed bumps; the reinstatement of the speed humps is a legal requirement however the Getting Around Group has requested that the set of bumps outside Alkerton Mews are delayed until an alternative scheme is considered.

Cllr Cozens joined the meeting.

**To receive a report from the District Councillors:** Cllr Jones gave a brief update; the District Council is holding its annual meeting next week where committees and chairmanships are appointed. Cllr Jones noted that the Neighbourhood Warden had witnessed a group of men in Saul selling Kirby vacuum cleaners from a white van, later seen in Whitminster; if they are seen again residents are encouraged to report to the Police.

## **10. Planning**

10.1 The Council noted planning decisions made by Stroud District Council:

S.17/0604/HHOLD – Beech House, Westend – Extension. PERMIT 05/05/17.

S.17/0607/FUL – Middle Hall Farmhouse, Middle Street – New agricultural building for young stock. PERMIT 05/05/17.

The Appeal to build 36 houses and doctors surgery at Land North of Alkerton was dismissed by the Secretary of State.

10.2 The Parish Council considered the following planning application:

<b>Application No:</b>	<b>Address</b>	<b>Details</b>	<b>EPC Comments:</b>
S.17/0855/LBC	3 The Cross, Alkerton Road Eastington	Replacement of two south facing bay windows	No objection.

## **11 Groups / Meetings / Reports**

11.1 The Council received notes of the latest meeting with Highways and Cllr Chatterley gave a verbal update from the Getting Around Group. The Council has received requests to widen the pavement on Bath Road; initially Highways will use the Lengthsman Scheme to cut back the vegetation that is growing over the tarmac. Once that has been carried out Highways and the Parish Council can look at what steps are needed to improve the pavement further including fixing any kerb stones. A possible solution for the improvement of the High Path along Millend Lane has been agreed between Highways and Archaeology with the use of grasscrete. The green at Cotswold Avenue has been damaged by the refuse vehicles; the land is owned by Stroud District Council. The Parish Council is working with Highways on options for the speed humps on Alkerton Road. The Council acknowledged the work of the Getting Around Group in achieving the resurfacing of the 3 roads leading into Alkerton.

Signed .....

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Date .....

# EASTINGTON PARISH COUNCIL

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11.2 There was no update from the Churchyard & Burial Ground Group.

11.3 There was no update from the Resources Group meeting; the Council considered the following recommendations from the previous meeting:

- Transfer of the bus shelters to the Getting Around Group to manage. Agreed.
- Carry forward of 4.5 days unused holiday from 2016/17 for the Clerk. Agreed.

11.4 The Council received the Neighbourhood Warden report for March 2017.

## **12. Finance**

12.1 The Council received an update on the 2017/18 accounts including bank reconciliation.

12.2 The Council approved the payment of Clerk's expenses for April 2017 which will be paid with the March payroll.

12.3 The Council received the Clerk's timesheet for April 2017.

12.4 The Clerk gave an update regarding the Skate Area project; additional play equipment has been ordered for the play park (baby swings, roundabout and improvement works to the tunnels).

12.5 The Clerk gave a verbal update on Risk Management training attended.

12.6 The Chair gave a verbal update on Appraisal Training attended.

12.7 The Council adopted the revised Code of Conduct based on the NALC model.

12.8 The Council reviewed Financial Regulations and agreed amendments to paragraph 11 as drafted by the Clerk.

12.9 The Council reviewed Standing Orders and agreed amendments to paragraph 19 as drafted by the Clerk. There was a discussion about including a new paragraph to limit the number of continuous years a Chairman serves. It was decided not to include the new paragraph.

12.10 The Council approved the 3 regular direct debits.

12.11 The Council reviewed the Council's bankers and authorised signatories.

12.12 The Council reviewed and approved the inventory of land and assets.

12.13 The Council received the internal auditors report on the year-end accounts 2016/17 and noted four recommendations which have already been addressed. The Council thanked the Clerk for keeping the accounts in order.

12.14 The Council approved the draft Tree Policy.

12.15 The Council deferred the draft Social Media Policy until next month.

12.16 The Council deferred the draft Website Policy until next month.

12.17 The Council noted that the annual play inspection has been carried out; mainly surface erosion and strimmer damage to be addressed. The Clerk is working with the Friends of Snakey Park to resolve the items.

12.18 The Council noted that the June Council meeting will be held at the Community Centre (Owen Harris Memorial Ground) due to the General Election when the village hall will be used as a polling station.

12.19 The Council approved the accounts for payment:

<b>Invoice Date</b>	<b>Payee</b>	<b>Details</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>	<b>Budget</b>
30/04/17	Salaries & Expenses	Payroll April 2017 & Expenses March 2017	£1364.58	£0	£1364.58	Parish Admin
05/05/17	Post Office Ltd	PAYE & NI payments to HMRC for April 2017	£263.86	£0	£263.86	Parish Admin
31/03/17	Smith's (Gloucester) Ltd	2 invoices: Soil removal for skate area (£561) plus hire of Heras Fencing (£9)	£570.00	£114.00	£684.00	Grant funding rec'd
18/04/17	Glasdon UK Ltd	Two litter bins for play &	£611.12	£122.22	£733.34	Grant funding

Signed .....

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Date .....

# EASTINGTON PARISH COUNCIL

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		skate area				rec'd
01/04/17	Eon	Electricity supply for phone box	£32.90	£1.65	£34.55	Eon
24/04/17	Plantscape	Village Gateways	£9925.00	£1985.00	£11910.00	Grant funding rec'd
21/04/17	Waterplus	Water supply to burial ground	£26.99	£0	£26.99	C&BG
28/04/17	Anita Sach	Locum Clerk services	£38.67	£0	£38.67	Parish Admin
19/04/17	Playsafety Ltd	Annual play inspection	£115.50	£23.10	£138.60	Play Park
08/03/17	Leslie Lipton Ltd t/a Freestyle	Skate area stage 3	£28119.06	£5623.81	£33742.87	Grant funding rec'd
24/04/17	Came & Company	Additional insurance pro-rata	£29.81	£0	£29.81	Insurance
21/04/17	IAC	Internal audit 2016/17	£185.00	£37.00	£222.00	Audit
02/05/17	GAPTC	Risk Management training 3/5/17	£15.00	£0	£15.00	Training
30/04/17	Alan Loveridge	Grass cutting April 2017 (£1135) Kissing Gate installation (£700)	£1835.00	£0	£1835.00	Grounds Maint Footpaths
	<b>DIRECT DEBITS:</b>					
03/05/17	NEST	Pensions for April 2017	£107.60	£0	£107.60	Parish Admin
22/04/17	Vodafone	Parish Mobile	£40.83	£8.16	£48.99	Parish Admin
		<b>TOTAL</b>			<b>£51195.86</b>	

The Council also noted the following receipts:

SDC	Precept first half	£34,339
HMRC	VAT Refund 2016/17	£10,138.13
GCC	Grant for Skate Park	£3,500

### 13 Consultations / Proposals

- 13.1 The Council considered the draft Stonehouse Neighbourhood Development Plan and had no comments.
- 13.2 The Council considered the Government's consultation on retaining free use of public parks and supported the proposals.

### 14 Correspondence

- 14.1 The Council received a list of correspondence received for information.

Clerk to report drug dealing in the canal layby by Pike Lock to Neighbourhood Warden and PCSO.

There being no further business the meeting closed at 8.32pm.

**Notice: The next meeting of Eastington Parish Council will be on Thursday 8<sup>th</sup> June 2017 to be held at the Community Centre (Owen Harris Memorial Ground). Anybody with an item they wish to bring to the attention of the Council, should forward details, in writing, to the Clerk to the Parish Council, no later than 9am on Wednesday 31<sup>st</sup> May 2017.**

Signed .....

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Date .....

## **The Strategic Planning Working Group met on Monday 22<sup>nd</sup> May 2017 at 9.15am.**

Present: Mr D James, Mr M Campbell, Cllr Allen, Mrs J Shirley (Clerk)

Apologies:, Mr S Gribble, Cllr Chatterley

### 1. Ecotricity Update

SDC has requested additional noise information from the applicant. Keep Eastington Rural held a meeting recently to consider options for campaigning against the application, it was agreed that Cllr Allen will make contact with KER to arrange joined-up working. DJ received an unsatisfactory response from Highways England concerning his complaint which he will follow up. Clerk to contact William Morris College.

### 2. Land West of Stonehouse

The Reserved Matters application has been granted an extension of time until June.

### 3. Environmental Character Assessment for NDP review

It was felt that the ECA needs to include a parish-wide species count/map plus focus on the areas sensitive to change (identified in the NDP Character Assessment). It will also need to consider built environment and landscape assessment. First steps will be to get quotes from GCER for the parish-wide species count/maps and focus on areas sensitive to change (Action: Clerk). Also to request quotes for a landscape assessment review. DJ will talk to local resident about planning input.

### 3. Next meeting

Next meeting on Thursday 15<sup>th</sup> June 4.pm at Charlie Bullock Room.

Meeting closed 5pm.

<b>BALANCE AT BANK 31st MAY 2017</b>		
Lloyds Bank – Current Account		£34,430.68
Lloyds Bank – Instant Access Account		£54,981.89
Barclays Bank - Solar Farm Grant Fund		£5,929.63
<b>TOTAL MONIES IN BANK</b>		<b>£95,342.20</b>
<b>LESS OUTSTANDING CHEQUES</b>		
13/04/17 Chq 1850		£222.00
25/05/17 Chq 1853		£1,203.16
<b>TOTAL OUTSTANDING CHEQUES</b>		<b>£1,425.16</b>
<b>BALANCE AT 31/05/17</b>		<b>£93,917.04</b>
<b>OPENING BALANCE AT BANK 01.04.2017</b>		
		£119,273.25
<b>Plus receipts</b>		£69,723.89
<b>TOTAL</b>		£188,997.14
<b>Less expenditure to 31/05/17</b>		£71,100.60
<b>Less expenditure prior to 01/04/17</b>		£23,979.50
<b>BALANCE AT 31/05/17</b>		<b>£93,917.04</b>

X

X

Signed Clerk ..... Date.....  
Name

Signed Chairman ..... Date.....  
Name



## BUDGET YEAR ENDING 31 MARCH 2018

<b>Expenditure</b>	<b>Budget 2017-18</b>	<b>Exp to 31/05/17</b>	<b>Balance</b>	
Parish administration	24,100.00	3,448.68	20,651.32	
Planning Advice	12,000.00	0.00	12,000.00	
Insurance	800.00	29.81	770.19	
Hall hire	360.00	17.50	342.50	
Ground Maintenance Contracts	10,155.00	1,702.50	8,452.50	
Loan Repayments - OHMG, Alkerton	5,223.00	2,761.48	2,461.52	
Severn Trent Water	40.00	0.00	40.00	
Audit & Legal Fees	485.00	185.00	300.00	
S137 Grants & Donations	500.00	50.00	450.00	
Subscriptions	700.00	425.97	274.03	
Training	600.00	75.00	525.00	
Footpaths & Kissing Gates	1,500.00	1,080.56	419.44	
Repair projects (historic monuments)	0.00	0.00	0.00	
Churchyard & Burial Ground Repairs & Remedial Work	2,500.00	41.49	2,458.51	
Professional Representation Fund	1,000.00	0.00	1,000.00	
Salt bins	100.00	0.00	100.00	
Dog bins	550.00	379.10	170.90	
Roads & transport	2,000.00	9,925.00	(7,925.00)	Grant funding received
Phone box power	30.00	32.90	(2.90)	Donation received
Contingency	500.00	0.00	500.00	
Play ground inspection & maintenance	500.00	36,650.68	(36,150.68)	Grant funding received
Ecology Projects	2,500.00	750.00	1,750.00	
Solar Fund Grants	6,000.00	4,000.00	2,000.00	
Bus Shelters	3,500.00	0.00	3,500.00	
<b>TOTAL BUDGET</b>	<b>75,643.00</b>	<b>61,555.67</b>	<b>14,087.33</b>	

### Earmarked Reserves:

Planning advice	9500.00
OHMG Road Repairs	1500.00
Roads & Transport	7398.00
Churchyard & Burial Ground Repairs	2185.00
Play Park maintenance	2285.00
Repair projects (historic monuments)	1500.00
Ecology Projects	1000.00
Defibrillator Fund from donations in 2016/17	2147.00
	<u>27515.00</u>

# EPC Travel and Expenses Claim

Name JULIE SHIRLEY

Address .....

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Miscellaneous - Specify	Amount
01-05-17		Home Office Allowance	0	0	0		4
08-05-17		Home Office Allowance	0	0	0		4
15-05-17		Home Office Allowance	0	0	0		4
22-05-17		Home Office Allowance	0	0	0		4
29-05-17		Home Office Allowance	0	0	0		4
08-05-17	Eastington	Burial Ground/Highways/Finance meeting plus skate park	20	0	0		9
10-05-17		Replacement Mobile Phone	0	0	0		59.99
11-05-17	Eastington	Local Council Award Scheme Panel Visit	20	0	0	Refreshments £8.00	17
12-05-17	Eastington	Meeting with skate park contractor midday	20	0	0		9
12-05-17	Eastington	Meeting with Primary School 4pm	20	0	0		9
12-05-17		Envelopes & stamps	0	0	0	Net 19.85 VAT 1.33	21.18
15-05-17	Eastington	Burial Ground & Tree Officer meeting	20	0	0		9
17-05-17	Eastington	Play Park meeting 5pm	20	0	0		9
17-05-17		Safety sign for pond area	0	0	0	Net 14.20 VAT 2.78	16.68
22-05-17	Eastington	Strategic Planning Working Group meeting 9am	20	0	0		9
22-05-17	Eastington	PCC meeting re Defib 7pm	20	0	0		9
24-05-17		Dog signs for burial ground & churchyard	0	0	0	Net 27.75 VAT 5.55	33.3
30-05-17	Eastington	Staff appraisal / phone box meeting	20	0	0		9

For Office Completion Only	
Total Misc.	£
Total Fares	£
Total Parking	£
Total ( Miles x Rate)	£
Lump Sum (if applicable)	£
<b>TOTAL</b>	<b>240.15</b>

**I certify that:**

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the EPC against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

# EPC Travel and Expenses Claim

Name ALISON LOVERIDGE

Address .....

Use Code	Vehicle Registration	Cubic Capacity	Office Use
E-essential			Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Miscellaneous - Specify	Amount
25-05-17		Refreshments for Annual Parish Meeting	0	0	0	Net 8.46 VAT 0.36	8.82

For Office Completion Only	
Total Misc.	£
Total Fares	£
Total Parking	£
Total ( Miles x Rate)	£
Lump Sum (if applicable)	£
<b>TOTAL</b>	<b>8.82</b>

- I certify that:
- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the EPC against any third party claims arising out of use of that vehicle.
  - (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
  - (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date..... Signed (Chair/Vice-Chair)..... Date.....

## SOCIAL MEDIA POLICY

### INTRODUCTION

The objective of this policy is to provide Councillors, staff and volunteers an overview of Social Media and outlines the Parish Council's position on various aspects of their use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication.

### DEFINITION OF SOCIAL MEDIA

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; PCs, phones and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Lets communication take place in real time or intermittently

Examples of popular social media tools include: Twitter, Facebook, Wikipedia, YouTube, Pinterest, Snapchat, Whatsapp, Linked In and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

### PITFALLS

Whilst these tools are very useful to share information quickly with other people, there are some pitfalls to be aware of:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.
- Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. Friends of Friends may not be our Friends

It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

### **PURPOSE OF THE POLICY**

Social media provides the Parish Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, and information and passing on relevant information from other sources. It also provides an opportunity to communicate with the younger age group, the business community and hopefully the harder to reach groups.

The Parish Council make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include Facebook and Twitter.

### **AIMS AND OBJECTIVES**

Social media can be used by the Parish Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this Policy is to ensure:

- Engagement with individuals and communities and successful promotion of Parish Council- based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Parish Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines and relevant legislation
- That the Parish Council's reputation is upheld and improved rather than adversely affected
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Parish Council communication tools (e.g. website, community magazine, linking Facebook to Twitter account etc)

Social media activity isn't something that stands alone, to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure. Refer to the Parish Council's Communications Policy.

### **POLICY STATEMENT**

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members.

This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Parish Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Parish Council or its business, nor be damaging to the Parish Council's reputation and credibility or otherwise violate any Parish Council policies.

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The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Eastington Parish Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the Parish Council. Avoid use of the Parish Council e-mail address, logos or other Parish Council identification. Make it clear that what you say is representative of your personal views only. Where possible, you should include a standard disclaimer, such as: "Statements and opinions here are my own and don't necessarily represent the Parish Council's policies or opinions".
- Know your obligations: you must comply with other Parish Council policies when using social media. For example, you should be careful not to breach Parish Council confidentiality and proprietary information policies.
- Show respect to all. You should be respectful of the authority and employees.
- Derogatory comments are always wrong.
- Use of the Parish Council's Facebook account must always reflect the Parish Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Councillor. If unsure, say nothing.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Parish Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

### **RESPONSIBILITIES**

The Parish Clerk is the designated owner of the Parish Council Social Media channels agreed by the Parish Council. Councillors officially appointed by the Parish Council may assist the Parish Clerk to disseminate information. However all must ensure they follow this policy. No account details may be changed without the permission of the Parish Clerk.

Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

### **GUIDANCE FOR COUNCILLORS - *social media and meetings***

The Parish Council encourages Councillors to keep residents informed of Eastington issues and the use of social media can help with this. Below are some extra guidelines for Councillors to consider for the use of social media during meetings:

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- Handheld devices and laptops are permitted for use during meetings to allow environmentally friendly and effective use of meeting papers. The use of such devices is intended to improve communication and not to interrupt or distract anyone taking part in the meeting. Ensure the volume on all electronic devices is turned to 'mute'.
- Councillors' tweets/blogs during Parish Council meetings should refer to the discussions which are taking place at the meeting - tweeting/blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.
- Councillors have a responsibility to take Parish Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Eastington residents expect debate and to be informed about Parish Council business, not witness petty arguments.
- Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

### **FACEBOOK/TWITTER STRATEGY**

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for Parish Council use. They include sites like Facebook, MySpace, Bebo, and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. For the Parish Council the sites provide a modern alternative means to communicate with residents of the Parish.

Facebook, for example, offers a rich platform allowing you to share unlimited content, including images and videos.

Example activity:

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Create surveys to encourage participation from visitors
- Upload images and videos
- Generic news – what's happening in the area.

One of the hallmarks of online networks is the ability to “friend” others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites.

Good practice guidelines for the use of Facebook by the Parish Council as a body or Councillors as individuals are:

- As a Parish Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
- Remember that people classified as “friends” have the ability to download and share your information with others.
- Post only what you want the world to see. It is not like posting something to your web site or blog and then realising that a story or photo should be taken down. On a social networking site, once you post something it may continue to be available, even after it is removed from the site.

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- Do not disclose confidential matters or criticise Parish Council policies or personnel.
- Set your profile's security and privacy settings carefully. At a minimum, all privacy settings should be set to "only friends". "Friends of friends" and "Networks and Friends" open the content to a large group of unknown people.
- All activity on the Parish Council Facebook page must follow the Council's agreed statement of purpose and outcomes for the use of the networking tool.
- Do not post images that include young people without parental permission.
- Pay close attention to the site's security settings and allow only approved personnel full access to the site.
- Only add statements approved by either Full Council or the Parish Clerk.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
- Weigh whether a particular posting puts your effectiveness at Eastington Parish Council at risk.
- To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
- If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law.

Please stay informed and cautious in the use of all new networking technologies.

### **OTHER SOCIAL MEDIA**

At this stage it is not intended to use any other forms of social media for official use by Eastington Parish Council. However this could be open to review in the future.

Councillors are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.



## WEBSITE POLICY

### **INTRODUCTION**

This policy covers the management of the Eastington Parish Council website and should be read in alongside the Parish Council's Communications Policy.

### **WEBSITE HOSTING ARRANGEMENTS**

The Parish Council is committed to operating a website hosted by a 3rd party provider, having no other connection with the Eastington Parish Council. The present host is Town and Parish Council Websites based in Stroud. The current system is a "Content Management System" where the Parish Council itself has direct control of day-to-day editing and updating; maintenance of the site is carried out by Town and Parish Council Websites.

### **WHO DETERMINES WHAT SHOULD BE ON THE WEBSITE?**

Subject only to the requirements of the law, the Parish Council has the right to determine what should or should not be included on the Website.

### **WHAT THE WEBSITE SHOULD CONTAIN**

The Website shall contain material that arises from Parish Council business such as agenda, minutes, policies, factual information about the Parish Council and Councillors. It may also include any material that has been commissioned by the Parish Council, such as reports or surveys or material that is directly derived from these.

The Website may also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Website on a "custom and practice" basis. The Website may also possess interactive functionality, customary for such local authority websites, (such as questionnaires, visitor response facilities, links to other sites etc.). The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by the Parish Council for significant changes.

The Website shall in principle not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Parish Council as a whole. Parish Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally it can happen that the Parish Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

Regardless of what has been voted on by the Parish Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Parish Council to legal challenge.

### **THE WEBMASTER**

The Parish Clerk is the Webmaster and retains overall control. The day-to-day working of the Website is subject to the control of the Parish Clerk and is empowered by the

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Parish Council to make routine updates to the Website without prior reference to Council.

The function of the Webmaster is to manage the Website, adding or deleting material, and editing pages as required. The Webmaster shall be empowered to update the Website as is fit without prior reference to the Parish Council.

Other than for totally routine matters, (like uploading minutes), the Webmaster should keep the Parish Council informed of activities they may have conducted on the Website.

The Webmaster may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Parish Council. Such expenditure should normally be planned and budgeted for the year ahead.

The Webmaster is accountable to the Parish Council as a whole, not to any individual Councillor.

Where the Webmaster has managed the Website in a manner contrary to the will of the Parish Council, the Parish Council may require the Webmaster to make good any deficiencies.

### **PROCEDURE FOR ADDING NEW MATERIAL TO THE WEBSITE**

Any Councillor may submit material for inclusion on the website PROVIDED THAT it is consistent with this Policy, and also falls within any limits of technical feasibility to upload.

### **ADVERTISING ON THE WEBSITE**

The Parish Council does not permit commercial advertising on the Website.

### **AUTHORITY DELEGATED TO THE WEBMASTER**

#### Routine updates:

The Webmaster may make routine updates to the Website without prior reference to the Parish Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes where this improves the organisation of the Website.
- Replacing out of date documents with current versions.

#### Responding to requests to upload material

The Webmaster is empowered to edit or exclude any material submitted for uploading to the Website, without explanation to any Councillor or to the person submitting the material. Nevertheless it would be normal for the Webmaster to attempt to explain outright refusal to upload or major editing actions, and, in order to retain the confidence of the Parish Council, the Webmaster must be prepared to answer for their actions in a full Parish Council meeting.

#### Preservation of Archival Material

It is understood that Archival Material should be preserved without change to the content, but can be reorganised or re-structured as required. If the Webmaster considers

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other “Non-Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, they may consider it for deletion. If the deletions are substantial, it would be advisable to check with Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that the Parish Council can approve.

### Webmaster uploading material

The Webmaster may upload material to the Website subject to the provisions of this policy. However, the Webmaster should be prepared to answer for their actions to the Parish Council and be prepared to delete the material should the Parish Council pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Webmaster to obtain the prior approval of the Parish Council.

### Resolution of Disputes

If there is a dispute about the Webmaster’s decisions or activities, the Parish Council shall adjudicate and whose majority vote shall be considered final.

## CORRESPONDENCE RECEIVED

	Date	From	Details	Action
1	04-05-2017	Resident	Copy email re weight restriction enforcements	For information
2	04-05-2017	Standish Residents	Copy of petition against the project to improve footpaths & bridleways	For information
3	05-05-2017	PROWD	Copy emails re Frocester and Stanley Woods paths	For information
4	05-05-2017	Resident	Copy email re speed bumps on Alkerton Road	For information
5	05-05-2017	GRCC	e-newsletter May 2017	For information
6	09-05-2017	Stroud DC	UK Parliamentary General Election notice	Forwarded to Chair for notice board
7	09-05-2017	Stroud DC	SDC E-News May 2017	Forwarded to cllrs for info
8	09-05-2017	Stroud DC	RDPE Growth Fund	Forwarded to cllrs for info
9	12-05-2017	Stroud DC	Statement of Persons nominated for UK Parliamentary Elections	Link put on Facebook
10	14-05-2017	Cllr Allen	Copy email re flooding at Chipman's Platt following resurface works	For information
11	15-05-2017	Highways	Alkerton Road Speed Bumps	Forwarded to cllrs for info & ECN article
12	15-05-2017	Cllr Jones	Copy email to resident re Alkerton Road Speed Bumps	For information
13	16-05-2017	GAPTC	PREVENT Strategy information	Forwarded to cllrs for info
14	17-05-2017	GAPTC	Urgent support needed for LGC/NALC supplement survey	Completed by Clerk
15	17-05-2017	GAPTC	Spaces available on summer training courses	Forwarded to cllrs for info
16	18-05-2017	Stroud DC	Neighbourhood Warden update on officers' areas	For information
17	18-05-2017	Stroud DC	Cluster meeting agenda 31/05/17	Forwarded to cllrs
18	19-05-2017	GAPTC	Code of Conduct conference Southampton 14/06/17	For information
19	19-05-2017	Gloucestershire CC	Gloucestershire Chartered Parishes meeting 7/06/17	For information
20	22-05-2017	Stroud DC	Extension of time for Ecotricity planning application	For information
21	22-05-2017	Gfirst LEP	Response to letter of complaint	Forwarded to cllrs
22	23-05-2017	GAPTC	Allotment Project	Forwarded to Cllr Corrie for TEAS
23	26-05-2017	Stroud DC	Strategic Assessment of Land Availability report	Forwarded to cllrs
24	31-05-2017	Resident	Burial ground complaint	Clerk responded & requested additional information