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WINCHESTER CITY COUNCIL

UPPER MEON VALLEY WARD – PARISH UPDATE NOVEMBER 2024

Parish Events

Winchester City Council officers are holding their next 'Parish Liaison' event on Thursday 21st November 2024 from 1500-1700 in the Walton Suite at the Guildhall. All parishes should have received an invitation – if you have not, Josie Gray is the contact: jgray@winchester.gov.uk

The SDNPA held their latest Parish Update on 2nd October, which included several grant opportunities that may be of interest. If you were not able to attend, the recording of the event is posted here: [SDNPA Parish Meeting on Wednesday 2 October 2024 \(youtube.com\)](#)

A Licensing Sub-Committee hearing to review the license for the Boomtown Festival is scheduled for 1000 on Mon 25th November in the Walton Suite at the Guildhall. The review was requested by Hampshire Constabulary but any Parish, or any individual, is able to make a representation with prior notice. The contact is the Licensing Officer, Carol Stefanczuk: cstefanczuk@winchester.gov.uk

Planning

The Winchester Local Plan Review second ('Reg 19') consultation is now closed. The next stage is for the plan is to be forwarded to the Planning Inspectorate for examination, scheduled for November 2024.

The South Downs Local Plan Review is on course for the first 'Reg 18' draft to go out for consultation early in the New Year. Parishes that are likely to have new housing allocation areas included in the Plan should, by now, have been notified on a 'confidential' basis in advance of the draft being taken by the South Downs Planning Committee on 14th November 2024, and therefore being published with the agenda papers for that meeting on 7th November.

Design: A Local Winner!

The Handlebar Café, on the track of the old railway line by the Garnier Road car park in Winchester was selected as a prize winner at the recent South Downs Design Awards. The other award winners, including the stunning new glasshouse at the National Trust's Woolbeding Gardens, are described here: www.southdowns.gov.uk/exceptional-design-shines-brightly-at-south-downs-national-park-awards/

Fly-Tipping

Have pushed for more transparency in the clear-up rates of Fly Tips through our membership of the Scrutiny Committee, the latest available statistics for the period April to September 2024 are:

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Total fly tips confirmed cleared	57	44	47	45	50	31
Fly-tips up to 1 metre cubed in size	12	12	8	11	12	8
Number of which cleared in time (5 working days submission to clearance)	10	8	5	7	10	8
Percentage cleared in time	83%	67%	63%	64%	83%	100%
Fly-tips size 1 metre cubed and above	45	32	39	34	38	23
Of which in time (15 working days submission to clearance)	41	24	33	21	37	23
Percentage cleared in time	91%	75%	85%	62%	97%	100%
Average percentage fly-tips cleared in time	89%	73%	81%	62%	94%	100%

- The completion targets of 5 and 15 working days are longer than the contract Service Level Agreement with idVerde and this is to allow time from the receipt of fly-tip report and assessment prior to then passing to idVerde.
- The target of 80% was selected as a viable baseline as this is the first time it has been included in the strategic key performance indicators and will be reviewed annually.
- Over the first 6 months of 24/25, 83% of fly tips have been cleared within the Key Performance Indicator target.
- Compared to the same periods for 23/24 (Q1 and Q2), total fly tips numbers reported have decreased from 455 to 340 over the period.

In Q1 it was reported 80% of fly-tips were cleared in time and currently the data for Q2 is 85%; the target is 80%.

Our push for faster clean-ups appears to be having some effect: a large tip on Bigpath Lane Upham in the last week of October was cleared within 3 days.

Neil Bolton

Jerry Pett

Winchester City Council Ward Members, Upper Meon Valley

MEETING REPORT: Emergency Plan
DATE: 11 November 2024
WRITTEN BY: The Clerk
AGENDA ITEM: 92

At the last meeting it was decided to put out a plea for volunteers to help with the Emergency Plan and potentially set up a working group. I put out an advert on OIS and Facebook and have had 2 people willing to volunteer.

Would the council like to proceed in setting up a small working group with the 2 volunteers and 1 – 2 councillors?

MEETING REPORT: Beech Grove
DATE: 11 November 2024
WRITTEN BY: The Clerk
AGENDA ITEM: 93 (a)

I have received an email back from a solicitor and they cannot see any issue with the transfer for £1 and the Council as landowner dedicating the path as a new public path subject to public rights of way for all time - usually the Council (as in the entity responsible for highways as opposed to the Parish Council) would then assume maintenance of the public path but the ownership would be retained by the Parish Council. They would be happy to help with this and the legal transfer process and registration at Land Registry if that would assist.

They believe that the works required are a bit more complicated as they appear to interact with and/or take place alongside the highway and existing highway furniture, in particular the new kerb and guardrail, and so the relevant licences will be needed from Hampshire Council: they think the contractor doing the works could do this as part of their scope but if not they would be happy to help assist with that process if needed.

I will be meeting with the solicitor this week to discuss a course of action.

I received the following email from a resident:

Hello Juanita

Please may I request information on how to make the road from the village to the Old Tin Barn a 30mph section.

It is just unacceptable to have cars belting passed us at 60mph. Hazeley Road outside Twyford has a similar set up and they have a 30mph zone.

I see so many pedestrians, elderly cycles and horse riders struggle with the speed of cars on this stretch and this morning's deer killing has left me in no doubt this section needs a reduced zone.

To gauge community interest, I have gone ahead and launch this petition ... <https://chnq.it/QVySj5drBJ>.

It seems to be getting good traction, fortunately. I plan to run it for another week or so. It's on a local WhatsApp group, as well as on the Owslebury Neighbours Facebook page.

I've also emailed our MP to ask for support, and once the petition is done, I can hand it over to you and log it onto the Hampshire County Council Petitions here: [Petitions and responses](#)

My Response:

Dear,

Thanks for your email. All road speed limits are actioned by Hampshire Highways and in the past when the Council have tried to decrease the speed limit on the Morestead Road the Council have had no success, Unfortunately Hampshire will not take action unless there has been a fatality on the road.

We have been looking at reducing the Longwood Road speed limit at the Pavilion Committee, as the sports field is being brought back to life and will be used more. This is still in the early stages, and we hope to involve the new MP, but this will take time and could come to nothing. I have checked the crash map and there have been no reported incidents on this road, which makes reducing the speed limit very difficult.

I am happy to send the petition to the local MP and Hampshire Highways.

I have been sent the petition and have sent onto Hampshire County Council and they have acknowledged it. They have passed the petition to the relevant directorate and asked that they respond to the issues we have raised. I should receive a response or confirmation of the action being taken within 20 working days of the date of the acknowledgement letter. Hampshire County Council will also publish the subject matter of the petition, and the response provided on their website.

There Petitions homepage can be found with the following link - <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/petitions> .



Hampshire
County Council

The Castle, Winchester
Hampshire SO23 8UJ

Telephone 0370 779 2647
Textphone 0808 100 2484
www.hants.gov.uk

Enquiries to

Jo Weeks

My reference

Direct Line

Your reference

Date

30 October 2024

E-mail

Members.services@hants.gov.uk

Dear Juanita Madgwick

**RE: Petition to reduce the speed limit on Longwood Road, Owslebury, SO21
1LL to 30 mph**

I acknowledge receipt of your petition received in my office on 28 October 2024.

The County Council operates a scheme for managing and responding to petitions. I am therefore passing your correspondence to the relevant directorate and asking that they respond to the issues you have raised. You should receive this response or confirmation of the action being taken within 20 working days of the date of this letter. We will also publish the subject matter of your petition, and the response provided on our website. Our Petitions homepage can be found with the following link - <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/petitions> .

Once a Petition is verified it is considered closed and no additional signatures will be accepted, as set out in the Petitions guidance on the County Council's website.

Yours sincerely,

Jo Weeks
Democratic Services Manager

Cc: Councillor Lulu Bowerman - Executive Member for Highways and Waste

Jac Broughton

Director of People and Organisation

MEETING REPORT: Speedwatch
DATE: 11 November 2024
WRITTEN BY: The Clerk
AGENDA ITEM: 93 (d)

The Speedwatch team went out for their first session on Thursday 24th October from 2:30 – 3:30pm at the Glebe field, looking down Main Road from the Parish Hall. We were joined by Ian the policing coordinator who explained what we needed to do and some hints and tips.

In the hour we were there we counted 22 cars and the top speed of 32mph. It was a huge deterrent for speeding cars, we could visibly see the cars slow down once they saw us. Ian advised that just by being there and seen would make people think next time they drive through the village in case we were there again.

Two more volunteers are being trained in the next few weeks so we should have 6 of us soon.

We will be going out again in the near future.

Playground Equipment Survey

Introduction:

We are considering adding new playground equipment to our community playground and want to hear from you! Your feedback will help us choose equipment that best suits the needs and preferences of residents. Please take a few minutes to complete this short survey.

General Information:

1. What is your age group?

- Under 18
- 18-30
- 31-45
- 46-60
- Over 60

2. Do you have children who regularly use the playground?

- Yes
- No

3. How often do you visit the playground?

- Daily
- Weekly
- Monthly
- Rarely
- Never

Playground Equipment Preferences:

4. What types of playground equipment do you or your children currently enjoy?

(Check all that apply)

- Swings
- Slides
- Climbing structures (e.g., monkey bars, climbing walls)
- Roundabout
- Seesaws
- Other: (please specify)

5. What new equipment would you like to see in the playground?

(Select up to three options)

- Swing sets
- Zip lines (safe, playground-style)
- Rope climbing structures
- Larger slides or multi-slide units
- Sensory play equipment (e.g., tactile surfaces, musical play features)
- Playhouses or imaginative play zones
- Trampoline-like structures
- Fitness stations (pull-up bars, balance rings)
- Shaded seating areas or benches
- Table Tennis Table
- Other: (please specify)

6. Do you prefer equipment that caters to certain age groups?

- Toddler (1-4 years)
- Young children (5-8 years)
- Older children (9-12 years)
- Teens and adults
- All ages

Playground Safety and Accessibility:

7. How important is it to you that the playground includes equipment for children with disabilities?

- Very important
- Somewhat important
- Not important

Open-Ended Questions:

8. What do you like most about the current playground?

(Please share your thoughts)

9. What improvements or additional features would you suggest for the playground?

(Please share your ideas)

10. Any other comments or suggestions about the playground?

Conclusion:

Thank you for your time and input! Your feedback will help us create a better, more enjoyable playground for our community.

MEETING REPORT: Water Lane
DATE: 11 November 2024
WRITTEN BY: The Clerk
AGENDA ITEM: 95 (a)

I have looked through the government website grants that are available to us to resurface Water Lane and I have found the Chilterns Access Grants 2024/25.

The Chilterns Conservation Board (CCB) has received Defra funding for capital spend to make our protected landscapes more accessible to people of all ages and abilities and from all backgrounds.

The Eligibility criteria:

The projects must be for capital spend – staff costs are not eligible. Capital spend is a one-off itemised cost where funding is provided to purchase or invest in a physical item or asset to improve accessibility for all. Which includes widening and resurfacing of paths for multi-user use.

The only condition is: The granted funded work **MUST** be delivered and paid for in 2024/25. All works must be complete and invoiced by 29 February 2025.

I will be walking Water Lane to take photos and will approach three companies for quotes to carry out the works.

Owslebury Parish Council
2024/25

PAYMENTS	Amount (£)	Payee	Payment Type
95	96.00	AVA Recreation Playground Inspection	WM/YM
96	522.00	Test Meter Group	CC
97	7.31	3 Phone	DD
98	147.60	IONOS - Managed Word Press Basic Fee	DD
99	131.25	ADH Printing - Newsletter Printing Costs	
100	57.60	HALC - Training	
101	6.00	IONOS - Word Press Hosting	DD
102	512.80	Clerks Salary - October	
103	128.00	HMRC	
104	70.87	OPHMC - October	
105	1,251.99	Swanmore - ACSO	

Voucher	Amount (£)	Payee	
RECEIPTS			
25	102.64	CCLA Interest	
26	1,369.83	VAT Return	
27	250.30	Grows Donation	
28	2,500.00	Boomtown Grant	
29	16.43	CashBack Credit - Credit Card	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/10/2024

CASH BOOK BALANCE		£	£
Balances 1st April 2024			45,480.18
income			53,947.17
expenses			-22,175.69
CASH BOOK BALANCE			77,251.66
add o/s payment			2,687.82
less o/s receipts			
Control total			79,939.48
BANK STATEMENTS			
Treasurers account	79,939.48		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			79,939.48
Difference			-0.00

2. SHORT TERM DEPOSIT

CCLA

25,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

102,251.66

MEETING REPORT: Grant for Toddler Group

DATE: 11 November 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 96 (c)

Good evening, Sir/ Madam

We have seen there may be a grant that we could apply for the toddler group that we hold on a Monday morning in the hall.

We don't, t have many children that go but always welcome new parents/ Nannie's, / childminders. Would it be possible to apply for a few craft items so we can do more for the children.

Regards

Organiser of the group

Owslebury Parish Council

Budget for Financial Year April 2024 - March 2025

<u>Income</u>	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts 21/22	Actual Receipts 22/23	Actual Receipts 23/24	Budget Receipts 2024/25	Actual Receipts 2024/25 Sep	Budget Receipts 2025/26	Comments
	£	£	£	£	£	£			
Precept	22,316	23,816	28,579	29,722	40,125	44,138	44,138		
CIL Money		3,951							
Ring fenced Xmas lights		685	250	975					
Ring fenced other					100		1,802		
Ring fenced Eastleigh	3,890								
General donations	333		50	69	82	50	2,050	50	
Sports Club	305	310	45	1,053		100			
Play Area Income	171								
Glebe Field Income					100	200	151	200	
Sub Station Rent	100	100	100	100		100	100	100	
Insurance Refund			55	1,275					
SSE Refund				532	660				
Interest Received from investment						600	653	1,200	
Fixed deposit	301	316	50	25	604				
Fixed assets sale									
VAT Refund	1,160	1,091	3,893	4,297	3,559		813		
Total Receipts	28,576	30,269	33,022	38,048	45,229	45,188	49,708	1,550	

<u>Expenditure</u>	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses 21/22	Actual Expenses 22/23	Actual Expenses to Sep 23/24	Budget Expenses 2024/2025	Actual Expenses Sep 24	Budget Expenses 2025/26	
Staff Costs									
Clerk's Net Salary	4,994	4,821	5,085	5,302	5,941	6,500	3,067	6,700	Included payrise 660
Income Tax	1,198	1,205	1,271	1,325	1,485	1,500	767	1,600	7920
NI					32			450	New Law
Clerk's travel	134	16	103	73	60	150	14	150	1584
ACSO	1,574	8,414	9,248	9,858	11,107	11,700	5,739	12,500	Included payrise 6336
Administration / General Expenditure									
Chairman's Expenses	80	80	80	80	0	80	0	80	
Councillors Expenses	20				0	50	0	50	
Clerk & Councillors Training	200		95	947	292	500	98	500	
Publications	112	120			0	50	0	300	To print 2 x Newsletter
Postage	33		12	13	0	30	11	30	
Clerk's Broadband Allowances	196	152	242	135	109	160	52	160	
Clerk's Working from Home Allowances	125	125	125	125	125	125	63	125	
Telephone				161	80	80	37	100	
Stationary	215	135	114	127	70	200	232	100	
Meeting Expenses	318	141	370	378	373	450	248	450	
Insurances	740	750	782	583	549	700	571	700	
Audit	405	415	420	435	470	550	495	550	
Office Equipment	94		670	358	377	350	0	420	subject to change if the council choose to get a .gov.uk domain
Website	306	299	359	349	431	400	232	600	
Credit Card	32	32	32	32	32	32	32	32	
PO Box	285	294	300	315	330	400	354	450	
Street Lighting	118	82	274	266			0	20	
Land Registry				3	268	20	0	20	
Election Costs							0		
Shredding							0		
Local Council Award Scheme						50			
Defib								150	
General Maintenance									
Grass Cutting	1,620	1,860	2,615	1,495	2,005	4,200	1,495	2,500	
Dog Waste Collections	660	885	660	585	585	700	390	700	
Play Area Repairs & Inspections	667	2,185	79	1,079	6,312	3,000	55	3,000	
General Maintenance / Repairs	216	265	261	316	411	500	0	500	

Tree Works			2,150	320	0	2,000	0	500	
Lengthsman scheme		56	56	0			0		
Community Assets Maintenance			1,012	1,240	0	1,500	332	1,500	
Subscriptions									
Hampshire Association of Local Councils (HALC)	280	270	294	296	351	320	336	350	
Society of Local Council Clerks (SLCC)				230	139	150	144	150	
Winch. District Ass'n o Local Councils									
Hants. Playing Fields Association	40								
Council for Protection of Rural England (CPRE)	36	36	36	36	36	36	36	36	
Information Commissioner	35	35	35	35	35	35	35	35	
Parish Online	75	75	75		75	75		75	
Survey Monkey			320						
Grants						2,000		2,000	
St Andrew's Church	400	525		400	1,000				
Morestead Church	200	200	200		200		300		
Owslebury Newsletter				100	150				
Christmas Lights									
Winchester CAB	250	250	250	250	250		250		
OMCA		240		500					
Hampshire Archive			200						
OMPHC			850						
ADD	3,890								
OSSC	100			200					
Hampshire & Isle of Wight Trust	100								
Winchester Villages Trust					32				
Life Education Wessex					100				
Bishops Waltham Mens Shed							200		
Community Projects									
Speed Sign	3,200	58							
Bollard for Footpath 31		292							
Red Lane Re surfacing		850							
Topography Survey & Design Beech Grove			2,289						
Affordable Housing Survey				300					
Notice Board				1,357					
Play Area Painting					279				
Benches (Glebe Field) x 3					5,238				
Footpath Improvement (Beech Grove)					409				
Coronation									
Repainting of Telephone Box							316		
Speedwatch Equipment						700	207		
GrOws					678	1,000	834	1,000	
Christmas Lights					747				
Jubilee Trees						700	440		
New Play Equipment								10,000	To be taken from Earmarked Reserves
Resurfacing Rights of Way								5,000	
Pavilion									
Water									
Electricity									
Container & Paint				1,706					
Removal of Pavilion				6,300					
Toilet							494	1,500	
VAT Paid	1,164	2,414	3,209	3,876	4,088		1,370		
Total Expenses	24,110	27,577	34,172	41,484	45,252	40,993	19,244	55,063	
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-23	4,195	30,463	-53,513	

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,503	70,480
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,436	-23	4,195
Closing reserves at 31st March	72,396	75,088	73,938	70,502	70,480	74,675

Remote Attendance and Proxy Voting

Dear Member Councils

As you may have seen the Ministry of Housing, Communities and Local Government are holding a consultation on enabling remote attendance, and proxy voting at local authority meetings, including parish & town council meetings. For those of you that were around at the time of Covid the Government made temporary changes to legislation for meetings to be held remotely and they operated successfully during this time. Unfortunately, unlike Wales where the legislation was extended, the legislation was not extended in England, meaning councils are currently unable to hold meetings remotely, or even allow an individual councillor to attend remotely.

The consultation does not appear to be about mandating remote meetings, but rather allowing councils the choice to hold these if they so wish and similarly allow individual councillors to attend remotely.

Giving councils the power to decide what works best for their own circumstances is welcome and will also hopefully lead to an increase in terms of diversity of councillors, allowing for people who can otherwise not easily attend council meetings due to reasons such as caring commitments, the opportunity to serve their community. We did see an increase in diversity during Covid as meetings could be held remotely.

I would therefore encourage as many of you as possible to respond to the consultation. For more details on the consultation please click [here](#).

To respond to the survey please use the following link <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/>



Dignity at Work Policy

Adopted 14 November 2022

Reviewed 13 November 2023

Reviewed 11 November 2024

Owslebury and Morestead Parish Council believes that civility and respect are important in the working environment, and expect all Councillors, officers and the public to be polite and courteous when working for, and with the Council.

Purpose

Owslebury and Morestead Parish Council is committed to creating a working environment where all Council employees, Councillors, volunteers, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Owslebury and Morestead Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available from NALC and SLCC.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged to work at Owslebury and Morestead Parish Council. Should agency staff, volunteers or contractors have a complaint connected to their engagement with Owslebury and Morestead Parish Council, this should be raised to their nominated contact, manager, or the Chairman of the Council, in the first instance. Should the complaint be about the Chairman of the Council, the complaint should be raised to Vice Chairman.

Agency staff, volunteers ~~or~~ and contractors are equally expected to treat Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Councillors, volunteers' members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Owslebury and Morestead Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the Code of Conduct, Civility and Respect Pledge, Equality and Diversity Policy and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic.
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic.

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person

- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear. However, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with

any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Clerk/or a Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Councillor

If you are being bullied or harassed by a Councillor, please raise this with the Clerk or the Chairman of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Clerk or a Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chairman of the Council (if your concern relates to the Chairman, you should raise it with the Vice Chairman). The Chairman (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chairman (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment. You should raise your complaint to the Clerk or the Chairman of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chairman of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint.

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



GENERAL PRIVACY NOTICE

Adopted on 13 November 2023

Reviewed on 11 November 2024



Your Personal Data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data alone or by combining it with other information.

The processing of personal data is governed by legislation relating to personal data which includes the General Data Protection Regulation – effective from 25 May 2018.

Data Controller

This Privacy Notice is provided to you by Owslebury and Morestead Parish Council which is the data controller for your data. This means it decides how your data is processed and for what purpose. This Council takes the protection of your data seriously. Our aim is to provide a personal and valuable service whilst safeguarding your privacy. Collecting some personal information is necessary to satisfy the expectations and requirements of our residents and customers and we have set out in this notice what we will do with your personal information.

Principles of GDPR

Owslebury and Morestead Parish Council complies with the 6 principles of GDPR when handling personal data as follows:

- It is processed lawfully, fairly and transparently.
- It is only used for the specific purpose of which you are aware and not further processed without your permission
- It is relevant and limited to what is necessary for the specified purpose.
- It is accurate and, where necessary, kept up to date.
- It is only kept for as long as is necessary for that purpose and that storage is safe and secure.
- It is kept and subsequently destroyed securely; and measures are in place to protect it from loss, misuse, unauthorised access and disclosure.

Personal Data we process

The Council will process some or all of the following where necessary to perform its task:

- Names, titles and aliases, photographs and images;
- Contact details such as telephone numbers, addresses and email addresses;
- Where you pay for activities such as use of Council facilities, financial identifiers such as bank account numbers, payment identifiers, policy and claim numbers.

The Council does not collect 'sensitive personal data' as defined under GDPR which includes data relating to racial or ethnic origin, political opinions, religious beliefs, criminal convictions, physical and mental health and sexual orientation. It may, however, process this data in relation to employment which is subject to a separate privacy notice.

How we use your personal data

The Council processes your data for some of the following purposes:

- To deliver public services and maintain our facilities;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or social media;
- To maintain our own records and accounts;
- To ensure the proper use of public funds;
- To enable us to meet all our legal and statutory obligations and powers including any delegated functions;
- To manage our employees and volunteers;
- To inform you of news, events and activities within the parish.

The Legal Basis for processing your personal data



The Council processes personal data under 3 legal bases:

- As a public authority the Council has certain powers and obligations. Most of your personal data is processed for compliance with legal obligations which includes carrying out the Council's statutory functions and powers.
- Contractual relationship: we may process personal data if it is necessary for the performance of a contract with you e.g. hiring our facilities.
- Consent: sometimes the use of your personal data requires your express consent and we will not use it until that consent has been granted.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent unless it is for the purposes of criminal investigation or proceedings.

It should be noted that we receive some personal data from other data controllers, e.g. the electoral roll and planning applications. We will process that data in accordance with our policy.

How long do we keep your personal data?

We will only retain personal data for as long as is deemed necessary. We are legally obliged to keep some records permanently and financial records for 7 years for tax purposes.

Details of our data retention periods can be found in our Document Retention and Disposal Policy and our Data Protection Policy.

When personal data is no longer needed it will be destroyed or deleted in a secure manner.

Your rights and your personal data

Under GDPR you have the following rights with respect to your personal data:

Please note: when exercising any of the rights listed below, we may require you to verify your identity for security purposes. In such cases we will need you to prove your identity before you can exercise these rights.

1. The right to access personal data we hold on you
 - At any point you can contact us to request a copy of the personal data Owslebury and Morestead Parish Council holds on you.
 - There are no fees or charges for the request although unfounded or excessive requests may be subject to an administrative fee.
2. The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using it, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or give a reason why it cannot be destroyed.
4. The right to object to processing of your personal data or to restrict its use
 - You have the right to request that we stop processing your personal data or ask us to restrict processing.
 - Upon receipt of your request we will confirm whether we are able to comply or if we have a legal obligation to continue to process your data.
5. The right to data portability



- You have the right to request that we transfer some of your data to another controller.
 - We will comply with your request within one month, where it is feasible to do so.
6. The right to withdraw your consent at any time to the processing of your data
- You can withdraw the consent you previously gave us by contacting the office by telephone, email or by post (contact details below).
7. The right to lodge a complaint with the Information Commissioner's Office
- You can contact the Information Commissioner's Office on 0303 123 1113 or via its website email service <https://ico.org.uk/global/contact-us/email/> or by post to information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

All personal data will be placed on systems within the UK or European Economic Area. However, it should be noted that our website is accessible from overseas so on some occasions personal data may be accessed abroad.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a separate notice explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights or if you have any questions about this Privacy Notice, please contact:

The Parish Clerk
Owslebury and Morestead Parish Council
PO Box 783
Winchester
Hampshire
SO23 3RD

Email: owsleburyparishcouncil@gmail.com

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on our web page.



TRAINING AND DEVELOPMENT POLICY

Adopted 12 December 2022
Reviewed 13 November 2023
Reviewed 11 November 2024



Introduction

Owslebury and Morestead Parish Council are committed to ensuring our councillors, staff and volunteers are trained to the highest standard of representation and services for the residents of the Parish and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff, councillors and volunteers to attend training and conferences relevant to their office.

This policy sets out:

- the council's commitment to training and development
- the identification of training and development needs
- financial assistance
- Study Leave
- the monitoring of the policy

Commitment to Training and Development

Owslebury and Morestead parish Council's intention is to:

- support and encourage councillors, staff and volunteers to undertake appropriate training and development
- regularly review the needs of councillors, staff and volunteers
- plan training and development opportunities and budget accordingly

Owslebury and Morestead Parish Council recognises that some of its most important resources are its Clerk, Councillors and volunteers therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of any relevant professional bodies. Therefore, the Parish Council will maintain its subscription to HALC and SLCC each year, identifying relevant training courses that could be of use to its councillors. The parish clerk and volunteers.

The Identification of Training and Development Needs

The clerk will identify training and development for both the clerk themselves as well as Councillors and volunteers.

The clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. This will involve the identification of skills gaps in roles that have been allocated to individual councillors and courses identified to enable this gap to be filled.

If Councillors wish to be nominated for training and development provision, they should discuss this in the first instance with the Clerk upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

The Council will approve training and development opportunities for Councillors, the Clerk and volunteers.



Appropriate training and development may be necessary to ensure that both the clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

Councillors

As soon as practicable after joining the Council, a parish councillor is required to attend the knowledge and core skills and planning training provided by HALC.

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

Declaration of Office

Consent to receive summons via email

Disclosure of Interests Form – to be completed within 28 days of taking office

Risk Assessment of Owslebury and Morestead Parish Council

Guide for New Councillors

Good Councillor Guide

The ~~Good Councillors Guide to Employment~~[Good Employer Guide](#)

The Good Councillors Guide on Finance and Transparency

[Openness and transparency on personal interests](#)

Contact details for Councillors and the Clerk

Code of Conduct

Standing Orders/Financial Regulations

Meetings calendar

~~Details of website~~

Current Budget

Any other relevant and current information.

Councillors who chair meetings of the Full Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

All Councillors involved in financial matters (e.g. as bank signatories) should attend 'Local Finance for Councillors' run by HALC.

Clerk

The council will encourage the Clerk to:

- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and
- Participate in local clerks' forums and event

They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include minute-taking, finance, planning, and health and safety.

As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff have access to the HALC and SLCC calendar of training and can arrange to attend events. Relevant additional training may be requested at any time.



Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

Volunteers

The council will provide the necessary training for volunteers for specific roles such as Path Wardens.

The council will provide information leaflets for volunteers.

Financial Assistance

All training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors, staff and volunteers will be required to attend the nearest venue offering the required provision.

In addition to the cost of training courses, Owslebury and Morestead Parish Council covers associated travel and parking costs for agreed attendance at training.

Councillors, staff and volunteers attending courses will be required to inform immediately the Clerk of any absence, giving reasons.

If the Clerk studies for the CiLCA qualification, they can expect the following to be paid for:

- the course fees

Should the clerk leave Owslebury and Morestead Parish Council employment within two years of completion of the CiLCA qualification they will be required to repay the following costs:

- Re-pay 75% of the training fee if they leave the Council during the training or within 1 year of obtaining the qualification or completing the training.
- Re-pay 50% of the training fee if they leave the Council within 2 years of obtaining the qualification or completing the training.

Study Leave

Staff will be allowed reasonable time off work to attend related training courses. Course assigned homework will be carried out of working hours.

Monitoring of the Policy

The parish clerk will be responsible for monitoring and management of the budget for this policy. The clerk and any Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event for future reference. Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

OWSLEBURY & MORESTEAD PARISH COUNCIL



All staff, councillor and volunteer training will be recorded by the clerk for monitoring purposes.

This policy will be reviewed annually.