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## **WINCHESTER CITY COUNCIL – UPPER MEON VALLEY WARD**

### **Parish update for January 2026**

#### **Mayoral Elections**

As most of you already know from our discussions at Parish Council meetings prior to Christmas, the government announced, in December, that the Mayoral elections originally scheduled for May 2026 is now highly likely to be postponed by two years, until May 2028.

The decision to propose a delay has been made solely by central Government; none of the upper tier local authorities (Hampshire County Council, Southampton and Portsmouth City Councils and Isle of Wight Council) requested a postponement of the May elections.

The rationale given is to allow the Local Government Reorganisation (LGR) process to be completed first, before Mayors take office. As you know, LGR and devolution are distinct.

The Government has confirmed that devolution and the consequent creation of the new Strategic Authority and the transfer of powers and funding will continue as planned. Governance will initially rest with Hampshire County Council, Southampton City Council, Portsmouth City Council, and Isle of Wight Council. However, some timings within the process may shift, and all authorities are seeking clarity on these details and any implications on the expected powers, funding and responsibilities of the new Strategic Authority.

At present, the timeline for LGR remains unchanged, with the new councils expected to launch in May 2028. The Government has indicated that it wants LGR completed before Mayors take office.

#### **Local Elections**

The Minister of State for Local Government has confirmed to the House of Commons that the Government will invite councils that are due to hold elections in May 2026 to express their views on whether it would be beneficial for them to postpone those elections to complete the local government reorganisation process.

Ministers have written to a total of 63 areas affected to ask for their views out of the 204 total areas undergoing reorganisation (important to note that this includes district/borough areas undergoing LGR). The Minister said this decision had been taken following concerns raised by certain councils about their ability and capacity to deliver reorganisation alongside local elections taking place.

A deadline of 15 January has been set for representations, and any evidence will be reviewed by government with a final decision to be made by ministers early next year.

Hampshire County Council elections have already been postponed once by the government and HCC's Conservative leader Nick Adams-King and Winchester City Council Lib Dem leader, Martin Tod have both made it clear they oppose any further electoral postponement.

### **Boomtown Planning app SDNP/25/0453/CND**

At the back end of last year, you will remember we reported that Boomtown had submitted a non-material amendment application, to have the duration of the festival removed from the operative clause of the original permission. The existing conditions in the original permission remain unchanged, the first of these being the limitation of the permission to only 1 year. This was agreed by officers in full knowledge that it was their intention to submit a section 73 application to extend the limited duration of the original permission, as indicated in the cover letter to the non-material application dated 23<sup>rd</sup> October.

Just before Christmas the above application was made to extend the permission for 5 years. We have received assurances from both Tim Slaney and Rob Ainsley of the SDNP, that any application by way of the S73 route, or a full application route, would require submission of the same information and the same consideration of issues in assessing the acceptability or otherwise of the proposal, including BNG.

Kind Regards

Jerry Pett  
Neil Bolton  
Winchester City Council Ward Members for Upper Meon Valley

**The Owslebury Parish Hall  
Hall Management Committee**

Owslebury Parish Hall, Main Road, Owslebury,  
Winchester, Hampshire. SO21 1LN  
Registered Charity: 301913

03 December 2025

Juanita Madgwick  
The Parish Clerk  
Owslebury Parish Council  
PO Box 783  
Winchester  
SO23 3RD

**BY EMAIL ONLY**

Dear Juanita,

**Owslebury Parish Hall - Rights Under the 1995 Charity Commission Scheme for Owslebury Parish Hall**

I am writing in connection with the Charity Commission Scheme dated 1995 relating to Owslebury Parish Hall, in which your organisation is identified as a body entitled to nominate, or itself become, a charity trustee of the Hall Committee. Attached is a copy of the Charity Commission Scheme document for your reference, your attention is drawn to Clause 5(2). You will note that the Parish Council were to hold two (2) Trustee positions.

You may be aware the Hall Committee intends to progress to become a Charitable Incorporated Organisation (CIO). This transition is necessary to ensure that the charity operates under a modern and robust legal framework, including the benefit of limited liability for Trustees. Before the CIO constitution can be adopted, it is essential that we clarify and, where appropriate, extinguish the nomination rights held by organisations listed in the 1995 Scheme.

Your organisation is one of the bodies named in the Scheme. It is worth noting that none of the organisations listed are currently represented in the Trustee group, and have not expressed an interest in becoming a Trustee. We are therefore seeking your approval to relinquish these rights. Please note that retaining the rights under the existing unincorporated structure would require any Trustee nominated or appointed by your organisation to accept full joint and several liability for the Hall and its operations, such liability is without limitation under the current Scheme.

We are seeking the written approval that your organisation is content to relinquish these rights. We are required to provide an update to the Charity Commission on progress so they can move our application along the due process, and as such we would kindly request that confirmation is provided by **19 December 2025**.

**Please note if no response is received by this date, it will be deemed that your organisation is content to waive its rights under the 1995 Scheme and it does not wish to nominate or serve as trustees under the current arrangements.**

Should you require further information or clarification regarding our proposed transition to a CIO and the request in this letter, we would be pleased to assist.

Yours sincerely,



Stuart Davies  
CIO Project Lead  
**Owslebury Parish Hall Management Committee**  
M. 07739 803108  
E. [sd@sjdavies.me](mailto:sd@sjdavies.me)

cc: Astrea Hurlock (By Email: [a.hurlock@owslebury-pc.gov.uk](mailto:a.hurlock@owslebury-pc.gov.uk))  
Enc.

Sealed 21st April 1995

W 60S  
95

County	- Hampshire
Parish	- Owslebury
Charity	- Parish Hall

CD(T)  
301,913

Scheme including appointment of  
Trustees

## CHARITY COMMISSION

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In the matter of the Charity called the Parish Hall, in the Parish of Owslebury, in the County of Hampshire, regulated by a Scheme of the Charity Commissioners of the 24th March 1948; and  
In the matter of the Charities Act 1993.

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THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity:-

### S C H E M E

1. Administration of Charity. (1) The above-mentioned Charity and the property thereof shall be administered and managed subject to and in accordance with the provisions of this Scheme.

(2) The name of the Charity shall be The Owslebury Parish Hall or such other name as the Committee of Management from time to time by resolution may decide with the prior approval of the Charity Commissioners.

### OBJECT

2. Object of Charity. (1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Owslebury (the area of benefit) without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

(2) The said land and building shall be held upon trust for the purposes of a village hall as aforesaid.

#### COMMITTEE OF MANAGEMENT

3. Constitution. Subject as hereinafter provided, the Committee of Management (the Committee) shall consist when complete of eleven persons (the Members) being

4 Elected Members and  
7 Representative Members.

4. Elected Members. Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

5. Representative Members. (1) Two Representative Members shall be appointed by the Owslebury Parish Council.

(2) One Representative Member shall be appointed by each of the following organisations:

Owslebury Parochial Church Council,  
Owslebury Cricket Club,  
Owslebury Primary School Governors,  
Owslebury Sports Club,  
Owslebury Women's Institute.

(3) Each organisation shall notify the name of each person appointed by it to the secretary of the Committee.

(4) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

(5) If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

6. Co-opted Members. The Committee may appoint if they think fit not more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

7. Termination of membership. (1) Any member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a member.

(2) All the Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

8. Additional Representative Members. The Committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member of any organisation in the area of benefit not already named in this Scheme.

9. Alteration to constitution of Committee. The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

10. Casual vacancies. (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.

(2) A casual vacancy in the office of Elected Member may be filled at a meeting of the Committee to take effect from the date of that meeting.

11. Failure to appoint. The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a Member.

12. Declaration by Members. No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

13. Members not to be personally interested. Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

#### MEETINGS AND PROCEEDINGS OF THE COMMITTEE

14. Meetings of the Committee. The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

15. Chairman. (1) At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chairman. The chairman and vice-chairman shall always be eligible for re-election.

(2) If the chairman and vice-chairman (if any) are absent from any meeting of the committee the Members present shall choose one of their number to be chairman of the meeting before any other business is transacted.

16. Voting. Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

17. Minutes. The Trustees shall keep, in books maintained for the purpose, minutes of the proceedings of their meetings.

18. Accounts and annual report. (1) Until such time as Part VI of the Charities Act 1993 comes into force, statements of account in relation to the Charity shall be prepared and transmitted to the Commissioners in accordance with the Charities Act 1960, except if and in so far as the Charity is excepted by Order or regulations.

(2) Upon Part VI of the Charities Act 1993 coming into force, the Trustees shall comply with their obligations under that Act with regard to:

- (a) the keeping of accounting records for the Charity;
- (b) the preparation of annual accounts for the Charity;
- (c) the auditing or independent examination of the statements of account of the Charity;
- (d) the transmission of the statements of account of the Charity to the Commissioners; and
- (e) the preparation of an annual report and its submission to the Commissioners.

19. Annual return. The Trustees shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.

20. Rules. Within the limits prescribed by this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to -

- (1) the terms and conditions upon which the said buildings may be used for the purposes specified in the Scheme by persons or bodies other than the Committee and the sum (if any) to be paid for such use;
- (2) the appointment of an auditor, treasurer and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office.
- (3) the engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and

(4) the number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

## INSURANCE

21. Insurance. The Committee shall insure the said building and the furniture and effects therein to the full value thereof against fire and other usual risks arising out of the ownership of property.

## APPLICATION OF INCOME

22. Receipts and expenditure. (1) The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

(2) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent (if any), rates taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

23. Surplus cash. Sums of cash at any time belonging to the Charity not needed for immediate working purposes shall be invested in trust for the Charity.

## ANNUAL GENERAL MEETING

24. Annual general meeting. (1) There shall be an annual general meeting in connection with the Charity which shall be held in the month of April in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the annual general meeting.

(3) The first annual general meeting shall be convened by the existing Committee of Management every subsequent annual general meeting shall be convened by the Committee.

(4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.

(5) Before any other business is transacted at the first annual general meeting after the date of this Scheme, the persons present thereat shall appoint a chairman of the meeting. The chairman of subsequent annual general meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

## LETTING AND SALE

25. Letting. Subject to such consents as are required by law, the Committee may let any part of the land belonging to the Charity which is not required for use for the object of the Charity, provided that the letting does not unduly interfere with the use of the remaining land or buildings for that purpose.

26. Sale. If at any time the Committee decide that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the whole or part of the said land and building for the purposes of a village hall, and that decision is confirmed by a resolution passed by a majority of the inhabitants of the area of benefit of 18 years of age and upward attending and voting at a meeting of which public notice has been given in the area of benefit at least 14 days before the date thereof, the Committee may subject to such consents as are required by law sell the said land and buildings or any part thereof and may do and execute all proper acts and assurances for carrying any such sale into effect.

27. Proceeds of sale. (1) Unless the Commissioners otherwise direct the clear proceeds of any such sale as aforesaid shall be invested in trust for the Charity.

(2) Thereafter, the Committee shall apply the clear income in furthering the object of the Charity or for such other charitable purposes for the general benefit of the inhabitants of the area of benefit as the Committee think fit.

## GENERAL PROVISIONS

28. Donations. The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not consistent with the provisions of this Scheme.

29. Questions under Scheme. Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

Sealed by Order of the Commissioners this 21st day of April 1995.

L.S.

MEETING REPORT: Assertion 10

DATE: 12 January 26

WRITTEN BY: The Clerk

AGENDA ITEM: 121

Parish councils across the UK are facing new digital compliance requirements with the introduction of Assertion 10 in the [2025 Annual Governance and Accountability Return \(AGAR\)](#).

This significant change is one of the most important updates to parish council governance in recent years, and getting your head around its requirements is essential for all local councils.

### **What is Assertion 10?**

Assertion 10 is a new declaration added to the [2025 edition of the Practitioner's Guide](#) by the Smaller Authorities Proper Practices Panel (SAPPP).

Previously covered under Assertion 3, this dedicated assertion clarifies data compliance requirements that parish and town councils must meet when completing their Annual Governance and Accountability Returns.

This assertion specifically focuses on digital and data compliance, requiring councils to demonstrate they have proper governance frameworks in place for their digital presence, data protection practices and IT management.

From the 2025/26 financial year onwards, all parish and town councils will need to be able to tick this box as part of the AGAR submission.

### **Why do parish councils need to know about Assertion 10?**

The introduction of Assertion 10 reflects the growing importance of digital governance in modern local government. Parish councils handle increasing amounts of personal data, manage websites, and engage in many other digital communications every day.

This assertion ensures councils meet their legal obligations while protecting residents' data and providing accessible digital services.

Assertion 10 explicitly requires parish and town councils to comply with UK GDPR and the Data Protection Act 2018, making compliance more visible and accountable than ever before.

Councils that cannot demonstrate compliance will be unable to answer "Yes" to this assertion, which could potentially trigger audit requirements and additional scrutiny.

### **Is Assertion 10 important to your parish council?**

Absolutely. Assertion 10 is not optional; it's a mandatory requirement for all parish and town councils completing AGAR returns.

The assertion covers several critical areas that directly impact how councils operate.

## **Website legal & accessibility requirements**

All smaller authorities with websites must ensure their sites meet strict accessibility standards. Your website must meet [WCAG 2.2 AA compliance](#), which replaced 2.1 AA in October 2024.

This isn't automatic, so councils with existing websites need to verify their compliance has been upgraded to the current standard. It's also essential to maintain up-to-date accessibility statements and ensure all required documents are published and accessible to the public.

## **Council-owned domain & professional email**

Parish and town councils must use email addresses on domains they own and control (.gov.uk or .org.uk), rather than relying on free services like Gmail or personal accounts.

This requirement ensures professional communication standards and proper data governance.

## **GDPR & data protection compliance**

The 2025 edition of the Practitioners Guide contains requirements for email management and website accessibility, alongside comprehensive data protection obligations.

Parish councils must understand all personal data they hold, implement proper security measures, and provide appropriate training for staff and councillors.

## **IT & digital governance policies**

Councils need robust IT policies that cover device use, security protocols, backup procedures, and provide clear guidelines for when councillors or staff leave.

This includes defining responsibilities for password management, software updates and acceptable use policies.

## **Key deadlines & compliance timeline**

The changes took effect with the 2025 edition of the Practitioners' Guide, and Assertion 10 will appear in AGAR for the 2025/26 financial year.

MEETING REPORT: Beech Grove

DATE: 12 January

WRITTEN BY: The Clerk

AGENDA ITEM: 122 (a)

I have emailed the landowners solicitor to see if they have received a reply from the letter sent to them in November regarding them selling the land to the Parish Council. I have not received a reply yet.

MEETING REPORT: Road Safety

DATE: 12/01/26

WRITTEN BY: The Clerk

AGENDA ITEM: 122 (b)

Dear Jaunita,

From your suggested locations (photos below):

### **Longwood Road**



### **Whaddon Lane**



I did manage to visit the sites and assess the suitability of these locations for new gateway fencing and would make the following comments.

We would only be able to provide a single gateway fencing unit in the nearside verge at each of the two locations as there is very limited room in the offside verges to provide two entrance gates.

The **Location 1** (photo below) we would need to manufacture a bespoke (angled) unit due to the verge embankment slope. I would need to speak with the gateway manufacturer quite early in the process to make sure this is feasible from a manufacturing perspective.

I would also recommend that we relocate the road narrows warning sign from the nearside verge and located it below the 30mph sign in the opposite verge. This will give us more room beneath the existing signing for the new gateway feature.

### LOCATION 1



At **Location 2** (photo below) I would suggest that we locate a single gateway fencing unit in the nearside verge and incorporate a re-manufactured village sign similar to the existing one shown in the photo which can be attached to new fencing unit.

I would recommend that the new unit be located approximately 15m prior (this side) of the existing telegraph pole which you can see in the photo. This being a slightly different location from where you initially suggested.

## LOCATION 2



Both gateway fencing units would be 1.5m in width and I would aim for them to be approximately 1.5m in height too.

I appreciate it's not the 2 sets of units as you had initially requested, but this is due to the lack of available space on site.

In terms of costing the scheme, the overall costing which I have yet to calculate in detail would likely be as follows: The two gateway fencing units + new sign would be approximately £5,000 + our application fee is £850, our design/implementation fees would be approximately £2,000 on top of this.

This would give a overall scheme total of approximately **£7,850.00**.

I hope this helps to at least give you a good starting point for the scheme and I look forward to hearing your thoughts in due course.

If you are happy to proceed then we can start by completing the CFI application form. Once this has been completed and the proposed measures approved by the Parish then I would invoice you £850 for our application fee. Upon receipt of the fee payment, I would then be able to proceed with preparing a suitable design plan for you to approve.

MEETING REPORT: Community Transport/ Sustainable Travel

DATE: 12 January

WRITTEN BY: The Clerk

AGENDA ITEM: 122 (c)

Back in October I spoke with the sustainable travel officer who asked if there was anything they could help with in Owslebury regarding sustainable travel such as walking trains for the school, health walks and community transport.

I asked about EV chargers for the village, and they have given me a name of the person to contact if we need more information.

They have advised that Hampshire County Council are offering a grant to support the creation of new community-led transport services, such as a community mini-bus. The details are here: <https://www.hants.gov.uk/community/grants/grants-list/community-led-transport-grant> and have sent the information on the 'Connect Winchester' community transport scheme which was discussed at the last meeting. See website: <https://www.cfirst.org.uk/community-transport/connect-transport/dial-a-ride-winchester/>

They have also suggested starting with a survey and audit to fully understand local needs, e.g. journeys, days, modal preferences etc. Do you think there is a need for a survey to understand the residents travel needs and should we involve the school and the parents of the school?

Hampshire County Council have put together a tool kit to help:

<https://www.hants.gov.uk/transport/transportoperators/community-transport-kit>

**Owslebury Parish Council  
2025/26**

<b>PAYMENTS</b>	<b>Amount (£)</b>	<b>Payee</b>	<b>Payment Type</b>
160	7.87	Amazon - Plastic Wallets	CC
161	23.59	Amazon - No Dog Fouling signs	CC
162	7.63	3 Phone	DD
163	259.26	Amazon - Fly tipping Cameras	CC
164	5.09	Amazon - Cable Ties for Playground	CC
165	3.60	IONOS - Managed Word Press	DD
166	4.25	Bank Charges	DD
167	135.78	Phil Space - Toilet	
168	83.00	Sentry Storage	
169	6.00	IONOS Basic Fee	DD
170	33.81	OPHMC - Meeting Expense	
171	138.24	Microsoft 365 Renewal	CC
172	273.00	EM Arts	
173	559.20	Clerks Salary	
174	59.25	Clerks Expenses	
175	181.87	HMRC	
176	500.00	Donation to St Andrews from GrOws	
177	6.80	Tesco - Stamps	

<b>Voucher</b>	<b>Amount (£)</b>	<b>Payee</b>	
<b>RECEIPTS</b>			
32	1.07	Cashback Credit Card	
33	147.24	CCLA Interest	

Chairman:

Date:

RFO:

Date:

**Bank and short term deposit balances/bank reconciliaton**

**1. BANK BALANCES**

**31/12/2025**

<b>CASH BOOK BALANCE</b>	£	£
Balances 1st April 2025		62,981.59
income		52,375.20
expenses		<b>-61,122.14</b>
		<b>54,234.65</b>
<b>CASH BOOK BALANCE</b>	<b>54,234.65</b>	
add o/s payment		2,280.39
Less OPHMC Credit note		
less o/s receipts		
Control total		<b>56,515.04</b>
<b>BANK STATEMENTS</b>		
Treasurers account		56,515.04
Business 30 Day notice		0.00
Business Instant access		0.00
Per bank statements		<b>56,515.04</b>
Difference		<b>-0.00</b>

**2. SHORT TERM DEPOSIT**

<b>CCLA</b>	<b>45,000.00</b>
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**3. TOTAL OF BANK AND SHORT TERM DEPOSITS**

**99,234.65**

Owslebury Parish Council

Budget for Financial Year April 2025 - March 2026

Income	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts 21/22	Actual Receipts 22/23	Actual Receipts 23/24	Actual Receipts 2024/25	Budget Receipts 2025/26	Actual Receipts 2025/26	Forecast 2025/26	Comments
	£	£	£	£	£	£	£	£	£	
Precept	22,316	23,816	28,579	29,722	40,125	44,138	48,552	48,552	48,552	
CIL Money		3,951	685	250	975	100	2,440	1,154	1,154	GrOws Donations & CC Grant
Ring fenced Xmas lights										
Ring fenced other										
Ring fenced Eastleigh	3,890									
General donations	333		50	69	82	4,550	50	60	60	Bike Race
Sports Club	305	310	45	1,053						
Play Area Income	171									
Glebe Field Income										
Sub Station Rent	100	100	100	100	100	175	200	213	213	Exercise Class
Insurance Refund			55	1,275	532	100	100	100	100	
SSE Refund					660				442	Insurance Claim on missing toilet
Interest Received from investment						1,254	1,200	1,231	1,672	
Fixed deposit	301	316	50	25	604			5	2	
Cash Back Credit Card								1,061	5,061	
VAT Refund	1,160	1,091	3,893	4,297	3,559	3,559				
<b>Total Receipts</b>	<b>28,576</b>	<b>30,269</b>	<b>33,022</b>	<b>38,048</b>	<b>45,229</b>	<b>56,217</b>	<b>50,102</b>	<b>52,375</b>	<b>57,256</b>	

  

Expenditure	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses 21/22	Actual Expenses 22/23	Actual Expenses 23/24	Actual Expenses 2024/2025	Budget Expenses 2025/26	Actual Expenses 2025/26	Forecast 2025/26	Comments
	£	£	£	£	£	£	£	£	£	
<b>Staff Costs</b>										
Clerk's Net Salary	4,994	4,821	5,085	5,302	5,941	6,377	6,700	6,108	7,775	91 Due to payrise
Income Tax	1,198	1,205	1,271	1,325	1,485	1,594	1,600	1,260	1,680	79 Due to payrise
Employers NI				32		10	450	382	509	85 Due to payrise
Clerk's travel	134	16	103	73	60	21	150	41	60	27
ACSO	1,574	8,414	9,248	9,858	11,107	11,108	12,200	6,645	12,200	54
<b>Administration / General Expenditure</b>										
Chairman's Expenses	80	80	80	80	0	0	80	0	80	0
Councillors Expenses	20				0	0	50	0	0	0
Clerk & Councillors Training	200		95	947	292	292	500	84	200	17
Community Engagement							0	546	1,365	For new member of staff
Publications	112	120			0	0	300	131	300	44
Postage	33		12	13	0	24	30	27	30	91
Clerk's Broadband Allowances	196	152	242	135	109	104	160	84	120	53
Clerk's Working from Home Allowances	125	125	125	125	125	125	125	94	125	75
Telephone				161	80	73	100	57	80	57
Stationery	215	135	114	127	70	526	100	7	50	7
Meeting Expenses	318	141	370	378	373	394	450	232	420	52
Insurances	740	750	782	583	549	571	700	699	699	100 Paid in full
Audit	405	415	420	435	470	495	550	625	625	114 Paid in full

Office Equipment	94	299	670	358	377	278	420	411	470	98	
Website	306	32	359	349	431	486	600	504	600	84	
Credit Card		32	32	32	32	32	32	32	32	100	Paid in full
PO Box	285	294	300	315	330	354	450	372	450	83	Paid in full
Street Lighting	118	82	274	266	268	0	20	0	0	0	
Land Registry				3							
Election Costs						0	0	0			
Shredding						0	0	0			
Local Council Award Scheme						50	0	0			
Bank Charges						4	120	39	51	32	
Storage Costs								488	720		Cost for storage facility for PC papers
Canva											
<b>General Maintenance</b>											
Grass Cutting	1,620	1,860	2,615	1,495	2,005	1,750	2,500	1,870	2,500	75	
Dog Waste Collections	660	885	660	585	585	780	700	585	780	84	
Play Area Repairs & Inspections	667	2,185	79	1,079	6,312	1,426	3,000	2,424	5,040	81	New Playground equipment from earmarked reserves
General Maintenance / Repairs	216	265	261	316	411	0	500	0	500	0	
Tree Works			2,150	320	0	650	500	1,225	1,225	245	Cost more than expected
Lengthsman scheme	56	56	0	0	0	0	0	0			
Community Assets Maintenance			1,012	1,240	0	332	1,500	127	150	8	Taken £150.00 for Tommys
Defib							150	271	271	181	Had to get battery and ipads
<b>Subscriptions</b>											
Hampshire Association of Local Councils (HALC)	280	270	294	296	351	336	350	426	426	122	Paid extra £59 to become a member of NALC
Society of Local Council Clerks (SLCC)				230	139	144	150	150	150	100	Paid in full
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	36	100	Paid in full
Information Commissioner	35	35	35	35	35	35	35	47	47	134	Price increase
Parish Online	75	75	75	75	75	75	75	75	75	0	
Survey Monkey			320								
<b>Grants</b>											
St Andrew's Church	400	525		400	1,000		1,695	2,000	2,000	45	
Morestead Church	200	200	200	100	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										
The Friday Club	100			200				200			
Hampshire & Isle of Wight Trust	100				32						
Winchester Villages Trust					100						
Life Education Wessex											
Bishops Waltham Mens Shed								155			
<b>Community Projects</b>											
											£61.15 from ring fenced money (community Bus) - Money for petrol for seniors outings

Speed Sign	3,200	58	292	850	2,289	300	1,357	279	5,238	409	680	0	316	207	2,291	1,000	1,469	1,469	147	From GrOws Budget
Bollard for Footpath 31																				
Red Lane Re surfacing																				
Topography Survey & Desgin Beech Grove																				
Affordable Housing Survey																				
Notice Board																				
Play Area Painting																				
Benches (Glebe Field) x 3																				
Footpath Improvement (Beech Grove)																				
Coronation																				
Repainting of Telephone Box																				
Speedwatch Equipment																				
GrOws																				
Christmas Lights																				
Jubilee Trees																				
New Play Equipment																				
Resurfacing Rights of Way																				
War Memorial																				
Rememberance Day																				
Trail Cameras																				
Xmas Lights																				
<b>Pavilion</b>																				
Water																				
Electricity																				
Container & Paint																				
Removal of Pavilion																				
Toilet for Sports Ground																				
Professional Fees for Pavilion Planning App																				
Tree Consultation for Planning App																				
Tree Works																				
Pitch Marking & painting & Grass Cutting																				
Football Goals																				
Signs																				
Meeting Expenses																				
<b>VAT Paid</b>	1,164	2,414	3,209	3,876	4,088	3,314														
<b>Total Expenses</b>	<b>24,110</b>	<b>27,577</b>	<b>34,172</b>	<b>41,484</b>	<b>45,252</b>	<b>38,715</b>	<b>44,883</b>	<b>41,122</b>	<b>57,756</b>											
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-23	17,501	5,219	11,253	-501											

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26			
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,503	70,480	87,981			
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,436	-23	17,501	-501			
Closing reserves at 31st March	72,396	75,088	73,938	70,502	70,480	87,981	87,480	41,122		0.08

SUMMARY OF RING FENCED, EAR-MARKED AND  
GENERAL RESERVES

<b>Ring fenced</b>	
Xmas lights (public funding)	758.97
Xmas lights (private funding)	0.00
Community bus (private funding)	0.00
Playground fund raising	5.27
Lengthsman	0.00
WW1 & DD Day events	0.00
CIL Money	0.00
GrOws	1,334.23
<b>Total ring fenced</b>	<b>2,098.47</b>

<b>Ear marked</b>	
Play Area Equipment	2,765.56
Bench for Playground	1,000.00
Pavilion	21,039.00
Beech Grove	14,900.00
<b>Total ear marked</b>	<b>39,704.56</b>
General reserve	45,677.46
<b>Total reserves</b>	<b>87,480.49</b>

MEETING REPORT: Budget Monitoring Report

DATE: 12 January 2026

WRITTEN BY: The Clerk

AGENDA ITEM: 125 (c)

After reviewing the actual to budget expenditure up to 31 December, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 75%.

Budget heading	Explanation
<b>Staff Costs</b> Clerks Salary (+15%)	Due to payrise
<b>Admin Costs</b> Postage (+15%) Audit (+15%) Insurance (+ 15%) Credit Card Fee (+15%) Office Equipment (+15%) Storage Costs (+15%)	Need for stamps Internal & External Auditor paid in full Paid in full in May Paid in full in June Paid Microsoft & McAfee subscriptions Not budgeted for
<b>General Maintenance</b> Grass Cutting (+ 15%) Tree Works (+ £100)  Defib (+ £100)	Asked to cut hedge back Didn't budget enough for tree survey and tree works Had to buy a new battery and ipads only budgeted for new ipads
<b>Subscriptions</b> HALC (+15%)  SLCC (+15%) CPRE (+15%) Information Commissioner (+15%)	Subscription paid in full in April + extra £59 for NALC subscription Paid in full in August Paid in full in September Paid in full in August + price increase
<b>Community Projects</b> War Memorial (+£100)  Trail Cameras (+100)	Taken from War Memorial Ring Fenced money Received grant from HCC
<b>Pavilion</b> Toilet (+ £100) Professional Fees for planning app (+£100)  Tree works (+ £100)  Football Goals (+£100)  Pitch Marking and Grass Cutting (+£100)	Due to stolen toilet Removed from Pavilion Earmarked Reserves Removed from Pavilion Earmarked Reserves Installed new goals not budgeted for – Removed from playground equipment earmarked reserves Not budgeted for

The forecast suggested that the PC will be **£500** in Deficit at the end of the financial year.

MEETING REPORT: Grant for St Andrews Church

DATE: 12 January 26

WRITTEN BY: The Clerk

AGENDA ITEM: 125 (d)

Dear Juanita

Please may I put this grant request forward for discussion at the meeting on Monday:

*St Andrew's PCC would like to request a grant from Owslebury Parish Council for the year 2025-2026.*

*Over the past ten years the Parish Council have given a regular annual grant of £400 (although last year it was £800 to reflect the fact that no grant was awarded the previous year), and we would be grateful if this figure could be updated to reflect the higher costs of maintaining the churchyard.*

*In 2023-2024 the Council kindly agreed to award an extra £600 towards the cost of tree works in the churchyard. This year we have again had exceptional expenditure with the felling of 2 ash trees costing in excess of £4000.*

*In addition, we have replaced large sections of the Northern fence at a cost of almost £2000 - this work had been pending for some considerable time and when it became urgent, it was indicated to us that the cost of this work might be shared with the Parish Council.*

*For the moment we have drawn down on our reserves to cover this major expenditure, but with a small congregation our finances are constantly on a knife-edge. As a much-loved building in the heart of the village, it is important for the church and churchyard to be well-maintained for everyone's enjoyment and safety, but we really do need support from the Parish Council.*

*We therefore would be most grateful if, in addition to a standard amount of say £500 for the year 2025-2026, Owslebury Parish Council could grant £1000 towards the cost of felling the ash trees and £1000 towards the fence. Perhaps the latter could be carried over to next year so as not to take up too much of this year's budget?*

The Council have £1,095.00 left in the grants budget for the rest of the year.



# Owslebury Parish Council Data Protection Policy

Adopted by the Council in January 2023

Reviewed and Adopted 8 January 2024

Reviewed and Adopted 13 January 2025

Reviewed and Adopted 12 January 2026



## 1. The General Data Protection Regulation 2018

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018. It replaced the existing law on data protection (Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by Councils. Local Councils and parish meetings must comply with its requirements, just like any other organisation.

[The UK GDPR came into effect on 1 January 2021](#)

## 2. The purpose of the GDPR are:

- To increase the obligations on organisations when acting as data controllers and processors.
- To increase the rights of individuals to ensure that their personal data is respected and only used for legitimate purposes

## 3. Definitions:

**Personal Data** – is any information about a living individual which allows them to be identified from that data such as name, address, email address, photograph.

**Data Controller** – is the person or organisation who determines how and what data is processed i.e. Owslebury Parish Council.

**Data Processor** – is the person(s) or firm that process the data on behalf of the data controller.

**Data Subject** – is the individual about whom the personal data is processed.

**Data Protection Compliance Officer** – is the individual with responsibility for ensuring data protection compliance.

**Consent** – is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be given freely, provided on an opt-in basis rather than opt-out.

## 4. The Council's Commitment

As a local authority and a data controller, Owslebury Parish Council will comply with the underlying principles that personal data: -

- a) Must be processed lawfully, fairly and transparently.
- b) Is only used for a specific, legitimate processing purpose that the data subject has been made aware of and no other purpose, without further consent.
- c) Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- d) Must be accurate and where necessary kept up to date.
- e) Should not be stored for longer than is necessary, and that storage is safe and secure.
- f) Should be processed in a manner that ensures appropriate security and protection.

## 5. Personal Data Processed

The personal data kept or processed by Owslebury Parish Council includes but is not confined to the following:

- Names, titles and aliases, photographs and video images;



- Contact details such as telephone numbers, addresses and email addresses, social media addresses;
- Financial identifiers such as bank account numbers, payment card details for staff, contractors and for suppliers;
- Demographic and background information on staff and members including gender, age, marital status, employment background and qualifications;
- Some sensitive personal data in relation to staff and members such as racial/ethnic origin, mental and physical health and trade union affiliation;
- Website data such as IP address and analytical data;

## 6. How/Why Personal Data is used

To deliver public services;

- To confirm identity to provide some services;
- To enable the Council to meet its legal and statutory obligations and powers including delegated functions;
- To contact individuals and organisations;
- To maintain own accounts and records;
- To process financial transactions;
- To protect public funds and facilities;
- To recruit and employ staff and contractors;

## 7. Lawful Bases for Processing Personal Data

There are six lawful bases for processing data under the GDPR: -

### 1. Consent

The controller must be able to demonstrate that consent was given.

### 2. Legitimate interests

This involves a balancing test between the controller and the interests of fundamental rights of and freedoms of the data subject. Councils can't rely on legitimate interests as a legal basis for processing personal data.

### 3. Contractual necessity

Personal data may be processed if necessary, in order to enter into or perform a contract with the data subject.

### 4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing.

### 5. Vital interests

Personal data may be processed to protect the vital interests of the data subject.

### 6. Public task

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority acting in the public's interest.

- As a public authority the Council has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes carrying out the Council's statutory powers and functions; or
- In the performance of a contract or during steps to enter into a contract; or
- With consent. Before using an individual's personal data, the Council will obtain that individual's consent.

## 8. Individual's Rights



An individual has the following rights in relation to their personal data:

- The right to be informed – via privacy notices and an explanation of the lawful basis for the processing.
- The right to access the personal data the Council holds on that individual – via a subject access request;
- The right to correct and update the personal data;
- The right to have the personal data erased (right to be forgotten);
- The right to restrict processing;
- The right to data portability;
- The right to object to processing;
- The right not to be subject to automated decision-making including profiling.

## **9. Data Protection Impact Assessment (DPIA)**

A Data Protection Impact Assessment (DPIA) is a type of audit used to help assess privacy risk. OWSLEBURY PARISH COUNCIL will evaluate if a DPIA is required when considering new processing operations. DPIA are mandatory where processing poses a high risk to the rights and freedoms of individuals.

## **10. Data Protection Compliance Officer**

Owslebury Parish Council has appointed the Parish Clerk as the Data Protection Compliance Officer.

Duties include:

- Informing the Council and its staff of their obligations in the GDPR and other data protection legislation;
- Monitoring compliance of the Council, both in its policies and practices;
- Raising awareness of data protection law; providing training and advice;
- Carrying out data protection-related audits;
- Acting as a contact point for the Information Commissioner's Office.

## **11. Related Policies and Notices**

- Document Retention and Disposal Policy
- General Privacy Notice

## **12. Information Commissioner's Office**

In the UK the Information Commissioner's Office are responsible for upholding information rights in the public interest. They are responsible for investigating data misuse and have the authority to impose penalties.



## Moving Speed Indicator Device Risk Assessment

Adopted by the Council: 26<sup>th</sup> July 2021

Reconfirmed: 16<sup>th</sup> January 2023 and 8<sup>th</sup> January 2024 and 13 January 2025 and 12 January 2026

	HIGH RISK		MEDIUM RISK		LOW RISK
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Activity	Hazard and Risk	Person or Property at Risk	Level of Risk	Control Measures
Loading and Transit	Lifting of SLR sign into car	Volunteers		To use safe lifting techniques.
	Movement of SLR sign in car	SLR Device		To secure SLR Device in car.
Set up working area	Personal Injury	Volunteers		Ensure 2 people are present to set up device. Ensure appropriate footwear and clothing is worn.
	Inclement weather	Volunteers		Ensure appropriate clothing is worn.
	Traffic Awareness	Volunteers		Ensure High Viz jackets are worn.
Access and Egress	Traffic Conflict	Volunteers & Public		Locations to be accessed from off-road parking where possible.
	Vehicle Impact	Volunteers & Public		Traffic warning signs and cones to be placed appropriately in road and around working area. All volunteers to wear high viz jackets. Vehicles parked on the highway to display hazard warning lights.
Working on the Highway	Slips, Trips & Falls	Volunteers		Assess ground conditions before placing device and equipment. Extra care to be taken on uneven ground.



## OWSLEBURY & MORESTEAD PARISH COUNCIL

				Beware of trip hazards such as litter, vegetation or debris on site.
Installation	Working at height	Volunteers		Ensure ladder if used is securely in place. One volunteer to stabilise ladder.
	Manual Handling	Volunteers		Use safe lifting techniques. Ensure correct tools are used for fixing the device. Gloves to be worn for added grip.
	Faulty Mounting	Volunteers & Equipment		Ensure pole is stable. Check fixings are in good order (not loose, rusted or missing).
	Weight of Battery	Volunteers & Equipment		Ensure battery is in correct position before lifting into the SID device. Ensure safe lifting techniques. Ensure ladder is in a secure place and one volunteer to stabilise the ladder when lifting battery into device.



## HOME OFFICE RISK ASSESSMENT

Adopted by the Council: 8 January 2024

Reviewed by the Council: 13 January 2025 & 12 January 2026

This document has been produced to enable the Parish Council to assess the risks that it faces and to demonstrate that adequate steps have been taken to minimise such risks. The Council is aware that although risks cannot be fully eliminated it has a strategy in place that provides a structured and focused approach to managing risk.

Risk is defined as something that will affect the Council's ability to achieve its objectives and meet its duties. Risk Management is a tool by which these risks can be identified and controlled.

### Level Of Risk

L = Low M = Medium H = High

Subject	Risk	Level of Risk	Management/ Control of Risk	Action Taken
Display Screen Equipment (DSE)	Eye fatigue RSI Headaches Posture Problems	L	<p>Do not work for periods of longer than one hour without taking regular breaks</p> <p>Ensure comfortable working position</p> <p>Ensure chair is correct height for desk and a foot rest is used if necessary</p>	<p>Take regular breaks and get eyes tested regularly.</p> <p>Use glasses where necessary</p>
Electrical Equipment	Electric shocks Damage to equipment	L	<p>Check wires on a regular basis</p> <p>Look for decolourisation around leads</p>	Replace damaged wires/cables immediately

# OWSLEBURY & MORESTEAD PARISH COUNCIL



			Check cables are secure All equipment PAT Tested once a year Defective equipment taken out of use safely and promptly replaced.	Do not use old ones and dispose of them responsibly
Slips, trips and falls	Injury, sprains, breaks	L	Keep work area tidy, especially floor Ensure there are no trailing cables	
Working environment	Headaches	L	Ensure adequate ventilation and comfortable temperature	
Fire	Loss of life Loss of equipment	L	Ensure smoke alarms work Have an electrical Fire Extinguisher in the house	Test smoke alarms regularly All worked saved to the Cloud
Security	Theft of equipment	L	Ensure <u>computer</u> is secure <u>and</u> <u>Computer</u> is password protected	All worked saved to the Cloud



# **OWSLEBURY PARISH COUNCIL**

## **IT and Email Policy**

**Adopted 12 January 2026**



## Introduction

Owslebury Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors.

## Scope

The policy applies to all individuals who use Owslebury Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

## Acceptable use of IT resources and email accounts

Owslebury Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use if permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## Device and software usage

Where possible authorised devices, and applications will be provided by Owslebury Parish Council for work related tasks.

All Council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without authorisation of the Parish Clerk.

All software installed on Council devices must be fully licensed and no software should be installed without authorisation of the Parish Clerk.

## Data Management and Data Security

All sensitive and confidential Owslebury Parish Council data should be stored and transmitted securely using approved methods. All data is stored in the cloud to prevent data loss, and secure data destruction methods should be used when necessary.

When using AI, do not use personal information.

## Network and Internet Usage

Owslebury Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## Email communication

All Councillors and employees will be assigned a Council email address as appropriate. This must be used for all Council business.

Email accounts provided by Owslebury Parish Council are for official communications only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.



Councillors and employees are reminded that any email sent or received in their capacity as a Councillor or member of staff may have to be disclosed following requests under the Freedom of Information Act. This includes emails on personal devices when acting as a Councillor.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **Password and account security**

All Council computers and systems must be password protected to prevent unauthorised access.

Owslebury Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Councillors must ensure that when accessing Councillor emails that passwords are protected and access is restricted solely to the member.

Employees should ensure that unattended devices are password protected.

## **Mobile devices and remote working**

Mobile devices provided by Owslebury Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **Email monitoring**

Owslebury Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **Retention and Archiving**

Emails should be retained and archived in accordance with the council's data retention and protection policies and in accordance with any legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **Reporting Security Incidents**

All suspected security breaches or incidents should be reported immediately to the Clerk for investigation and resolution. Report any email related security incidents or breaches immediately.

## **Training**

Owslebury Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

## **Compliance and consequences**



Any breaches in this IT and email policy will be investigated and any action arising will follow the council's disciplinary procedures.

## **Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **Contacts**

For any queries with reference to this policy, please contact the Parish Clerk

All members of staff and councillors are responsible for the safety and security of Owslebury Parish Council IT and email systems. By adhering to this IT and email policy Owslebury Parish Council aim to create a secure and efficient IT environment.



# OWSLEBURY PARISH COUNCIL

## Social Media Policy

Adopted 12 January 2026



The purpose of this policy is to set out the process by which the council manages its' social media which may include Instagram and the parish council website.

## Introduction

Social media is a term used for websites and applications that enable users to create and participate in social networking.

The policy is intended to assist councillors and staff to make appropriate decisions about the use of social media, and help the council utilise social media platforms to promote the work of the council whilst managing comments made by members of the public.

## Scope

The policy applies to all staff and councillors including where councillors have set up their own social media accounts in their public role as councillor.

The council's code of conduct applies to all online activity carried out by councillors in the same manner as it applies to any other written or verbal communication.

## Councillors' social media pages

Councillors can set up their own individual social media pages but must remember that the code of conduct still applies to everything they post online.

Councillors are not permitted to use council logos or other council identification on personal social media pages, including those pages owned by them using their councillor name. Only council owned social media pages may contain council identification.

Councillor social media pages must include a disclaimer making it clear that any views expressed are personal views and not the views of the council.

## General advice on all social media pages

Anyone posting on social media must be aware of legislation particularly the [Data Protection Act 2018](#) and the [Equality Act 2010](#).

No information can be published that has been received in confidence.

At all times, treat others with respect, avoiding personal attacks and disrespectful, rude or offensive comments.

Ensure that any posts do not bring the council into disrepute.

## Council social media pages

The Clerk and communications officer will be responsible for posting on all council owned/run social media pages. If a councillor wishes to post on the council's social media pages they should contact the communications officer with their proposed text. The decision of the staff member as to whether to add the social media post is final but councillors will be consulted if their post is inappropriate or needs revision.

Staff posting on social media should ensure that the information they are posting is accurate, objective, balanced and informative. Posts should adhere to the council's existing policies



and, if sharing a third party's content or link, should ensure the work is credited to the third party concerned.

Corporate council content should not contain party political material, nor promote individual councillors.

The council will promote community projects/events on their social media pages.

Staff will moderate all social media posts, including comments made by members of the public. Anyone posting on social media must not:

- Use false names or pseudonyms to hide identities
- Present personal opinions or comments as those of the council
- Present individuals in a way that may cause embarrassment to the council
- Post content that is contrary to the decisions of the council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online arguments, and hostile communications
- Identify a third person without their express permission
- Publish photographs or videos of minors without parental or guardian permission
- Post any information that infringes the copyright of others
- Post any content that may be deemed libel
- Post any content that constitutes bullying or harassment
- Bring the council into disrepute
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

The council will allow members of the public to comment on their social media pages. Where comments are allowed, offensive comments or personal attacks will be removed. However, the council will always strive to encourage democratic debate.

The council has the right to disable comments should online activity become hostile or constitute bullying or harassment. The use of offensive language relating to race, sexuality, disability, gender, age, religion or beliefs will not be tolerated and any activity that breaches any laws or regulations will be reported to the relevant authorities.

The council has the right to remove any posts that are in breach of this policy.

## **Complaints**

If a member of the public wishes to complain about anything the council or a councillor has posted on social media, they should refer to the council's complaints policy which can be accessed by contacting the Clerk: [clerk@owslebury-pc.gov.uk](mailto:clerk@owslebury-pc.gov.uk).