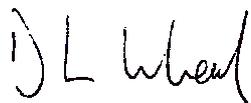


**Members of the Parish Council are summoned to attend a meeting to be held online on Tuesday 24 November 2020 at 7.30pm. To attend please contact [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org)**

## AGENDA

### PUBLIC SESSION

1. Apologies for Absence
2. Councillors' Questions
3. To adopt the Minutes of the Parish Council meeting held on 27 October 2020
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. Reports from Committees – to note resolutions and to determine recommendations
  - Planning Committee: 27 October and 10 November
  - Finance & General Purposes: 10 November
  - Buildings: 3 November
7. Reports from Working Groups – to note, and to determine recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 31 October 2020
9. To discuss the Climate Change Emergency (Cllr Tidridge)
10. To decide upon a grant request from MHA Communities Eastleigh
11. To approve use of Council property for the Churches' Christmas Tree Trail
12. To approve Burial Board fees for the year 2021-22
13. To amend and approve the CCTV policy
14. To discuss the updating of the Village Trail and, if needed, appoint a Task & Finish group
15. To note reports from County, Borough and Parish Councillors on matters of interest
16. To note the Clerk's Report
17. To consider content for the November 2020 Press Release
18. Date, time, place and agenda items for next meeting – Tuesday 26 January 2021 at 7.30pm online
19. Motion for confidential business
20. To receive the YZone review and make decisions
21. To approve staff salary recommendations



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*18<sup>th</sup> November 2020*

**Minutes of a Meeting of the Bishopstoke Parish Council  
held online commencing at 7.30pm on 27 October 2020**

**Present:** Councillor Sue Toher (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Johanna Francis  
Councillor Chris Greenwood  
Councillor Trevor Mignot  
Councillor Andy Moore  
Councillor Lou Parker-Jones  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

**Public Session** 0 members of the public were present.

**FULL\_2021\_M03/**

**Public Session**

**35 Apologies for Absence**

35.1 Apologies had been received and accepted from Cllr Roling.

**36 Councillors' Questions**

36.1 Cllr Tidridge requested that a discussion on the Climate Change Emergency be added to the next agenda.

**Action: Clerk**

**37 To adopt and sign Minutes of the Parish Council meeting held on 22 September 2020**

37.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting.

37.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the minutes of the Parish Council meeting held on 22 September 2020 be adopted as a true record.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**38 To consider Matters Arising from the above Minutes**

38.1 There were no matters arising.

**39 Declarations of Interest and Requests for Dispensations**

39.1 There were no declarations or requests made.

**40 Reports from Committees – to note resolutions and to determine recommendations**

40.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

40.2 The resolutions of the Planning Committee meetings on 22 September and 13 October, the Finance & General Committee meeting on 13 October and the Buildings Committee meeting on 6 October were noted.

40.3 There were no recommendations to determine.

**41 Reports from Working Groups – to note, and to determine recommendations**

41.1 The Travel Tokens minutes from 20 October had been circulated with the supporting documents for this meeting and were noted.

41.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the provision of travel tokens be kept at the current level; that the increase in Hampshire County Council travel vouchers to £36 be taken account of; and that the budget request for the coming year for travel tokens remain at £3,500.

**42 To note the RFO's Report, and to approve the Statements of Account to 30 September 2020**

42.1 The RFO's report had been circulated to the Council prior to the meeting was noted, and is included in these minutes as Appendix A.

42.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Statements of Accounts to 30 September 2020.

**42 To consider a request for more bins to be placed around Bishopstoke and decide next steps**

42.1 The Clerk informed the Council of a request from residents for more bins to be placed within Bishopstoke.

42.2 After discussion, the Council agreed that a complete survey of current bin provision be undertaken, with a view to identifying any areas that were under-served. The Council also wished officers to liaise with Eastleigh Borough Council over location and collection of all bins.

42.3 Proposed Cllr Harris, Seconded Cllr Parker-Jones, **RESOLVED** that officers complete a bin survey, identify areas in need of more bins and liaise with EBC regarding the placement and collection of bins.

**Action: Council Officers**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

#### **43 To discuss a request for a memorial bench situated on Fair Oak Road and decide next steps**

43.1 The Clerk notified the Council of a request from a resident to refurbish an existing bin on Fair Oak Road as a memorial to a relative who suffered life-altering injuries nearby. The Clerk noted that the Council has two Memorial seat policies – one for the Cemetery and one for the Allotments – and that the allotment policy would be suitable for alteration to apply more broadly in the Parish.

43.2 After discussion the Council agreed that it was appropriate to extend the policy for allotment seats to the wider Parish and requested the Clerk send that policy to all Councillors for potential amendments. The Council also agreed that it would like to accede to the resident's request and would like officers to enter into discussion with the family to agree what any replacement or refurbished bench might look like, and also to agree the wording on the memorial plaque.

##### **Action: Council Officers**

43.3 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** that the Council agree in principle to the replacement or refurbishment of the bench on Fair Oak Road and the addition of a memorial plaque.

#### **44 To consider the remodelling project for the fencing at Church Road play area and decide next steps**

44.1 The current plans and quote had been circulated to all Councillors prior to this meeting.

44.2 Cllr Parker-Jones questioned why only one quote had been sought, referring to Financial Regulation 10.3. The Clerk noted that Regulation 10.3 requires officers to obtain "value for money at all times", and to "ensure as far as reasonable and practicable that the best available terms are obtained", and that one example given of how this might be achieved is to obtain three or more quotations. The Clerk further noted that Regulation 11.1.8 indicates this is only a requirement if the value of the contract exceeds £10,000", which is not the case here. The Clerk noted that in the case of smaller contracts one of the ways that value for money is ensured is minimising use of officer time, especially where the job is routine and there is already a trusted company that has done similar work for the Council, by initially only requesting one quote. The Clerk indicated that it was his opinion that those criteria had been met with the Church Road play area fencing project, and so a decision had been taken to proceed on the basis of a single, satisfactory, quote.

44.3 The Clerk also informed the Council that whilst it would be permissible to place a gate in front of the electricity sub-station to the rear of the play area, actually replacing the entire fence around it would be problematic as it is located on and surrounded by privately owned land.

44.4 After discussion the Council agreed to continue contacting the electricity company to attempt to persuade them to provide a suitable gate and to request further quotes for the fence at the front of the play area with the purpose of providing something more attractive than simple fencing, possibly using the fence as a vehicle to showcase public art, or as a piece of public art itself.

##### **Action: Clerk**

#### **45 To approve the continued membership of external bodies**

45.1 The list of current memberships had been circulated with the supporting papers for this meeting.

45.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** that the continued membership of all listed bodies be approved.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**46 To request additional members for the Planning Committee**

46.1 Cllr Moore and Cllr Mignot both offered to join the Planning Committee and the Council gratefully accepted those offers.

**47 To note reports from County, Borough and Parish Councillors on matters of interest**

47.1 Cllrs Thornton, Parker-Jones, Tidridge, Toher and Winstanley had all circulated written reports for the Council. These are included as Appendix B in the minutes.

47.2 Cllr Daly asked whether there could be a CCTV camera in Portal Road and was referred to the Borough Council and Hampshire Highways as the initial places to ask that question.

**48 To receive the Clerk's Monthly Report**

48.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix C.

48.2 Cllr Parker-Jones noted that she was pleased the camera observing the Memorial Hall is now off and stated again her belief that the Council has not complied with certain regulations regarding use of CCTV, in particular "Rule 5 of the guiding principles of the Protection of Freedoms Act 2012" which states "Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them". Cllr Toher requested that Cllr Parker-Jones forward the guidance to herself, the Clerk and the rest of the Council.

**Action: Cllr Parker-Jones**

**49 To consider content for the September 2020 Press Release**

49.1 It was agreed that the press release would include: details of any Armistice Day service; guidance on how people can mark Remembrance Sunday and Armistice Day safely; information about the Travel Token service and a request for any suggestions from residents for potential uses of developer money to go on the Borough Council CIP list.

49.2 Cllr Moore requested that information be placed at the Cemetery letting visitors know that local wildlife may eat any flowers that are left at gravesides. The Clerk was requested to pass this to the Cemetery Working Group. Cllr Daly requested that the blocked gutters at the Memorial Hall be cleared and the Clerk was requested to add this to the list of jobs for the Hall.

**Action: Clerk**

**50 Date, time, place and agenda items for next meeting**

50.1 The next meeting will be on Tuesday 24 November 2020, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

50.2 Cllr Parker-Jones gave her apologies for the meeting of the 24<sup>th</sup> November.

*There being no further business, the Chair closed the meeting at 9:00pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minutes of a Meeting of the Planning Committee  
held online commencing at 7.00pm on 27 October 2020**

**Present:** Cllrs Brown (Chair), Dean, Francis, Greenwood and Toher

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs Harris, Mignot, Daly and Moore

**Public Attendance:** 0 members of the public were present

**PLAN\_2021\_M07/**

**Public Session**

**53 Apologies for Absence**

53.1 All Councillors were present.

**54 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 13 October 2020**

54.1 The Minutes of the above meeting had been circulated prior to the meeting.

54.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 13 October 2020 be adopted as a true record.

**55 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

55.1 There were no matters arising.

**56 Declarations of Interest and Requests for Dispensations**

56.1 There were no declarations or requests.

**57 Consideration of Planning Applications**

57.1 NC/20/88885 – Land adjacent 79 Bishopstoke Road – 3 no. Sycamore (T1 T2 and T4) – coppice – The Committee were concerned that the proposed tree work would cause many problems. Specifically that it would give access to the rear and roof of Shears Mill to anyone wishing to engage in anti-social activities; that it appeared this tree work was more accurately described as “felling” than “coppicing”; that there appears to be no justification for the proposed walkway included with the application; that the removal of these trees would lead to problems with the river bank itself and that the streetscene would be ruined, with large gaps appearing in the previously solid treeline. For those reasons the Committee agreed to object to the application and request that TPOs be placed upon the trees concerned. The Committee also wish to request sight of any Environmental Agency report that justifies the need for the walkway and therefore the tree work.

57.2 F/19/86707 – Southampton International Airport – Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces. This application is subject

to an Environmental Impact Assessment. Additional documents received – The Committee agreed that all previous objections to this application stood and were not affected by the additional documents regarding the noise management plan. The Committee requested the Clerk resubmit their previous objection.

57.3 No applications had arrived following the publication of the agenda.

**58 Report on recent planning decisions**

58.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

**59 To receive the Clerk's Report**

59.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

**60 Date, time, place and agenda items for next meeting**

60.1 The next scheduled meeting is on Tuesday 10<sup>th</sup> November at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 2<sup>nd</sup> November 2020.

**61 Motion for Confidential Business**

61.1 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**62 Reported Breaches of Development Control (Confidential Business)**

62.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

*There being no further business, the Chair closed the meeting at 7.30pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Planning Planning Decisions report 27 October 2020

### Recent Planning Decisions

**H/20/88548** – 42 Fair Oak Road – Extension of existing single storey garage to side and rear.

**Planning Committee Decision:** The Committee wished to object on the grounds that the large expanse of rendered wall would not be in keeping with the character of the remainder of the property or the neighbourhood. The Committee also wished to enquire as to the purpose of the workshop in case any conditions need to be placed on the decision regarding the amenity of the neighbours

**Borough Council Decision:** Permit

**NC/20/88501** – 16 Church Road – 1 no. Beech (T1)- Reduce by approximately 1.5m to clear overhead utilities wires & reshape crown. 1 no. Magnolia (T2) - Crown reduce by up to 1 metre.

**Planning Committee Decision:** Raise no objection.

**Borough Council Decision:** Raise no objection

**T/20/88468** – 10 Wooderson Close – Group of oak trees - Reduce overhanging branches back to the property boundary fence.

**Planning Committee Decision:** The Committee were unable to comment as there was no application form to consider.

**Borough Council Decision:** Refuse - Reason: The proposed reduction is considered excessive and unjustified. The proposal would be to the detriment to the health and appearance of the tree. The works would thus result in an adverse impact upon the visual amenity, ecology and wildlife and screening of the surrounding area



**Planning  
Clerk's report  
27 October 2020**

**Clerk's Report**

Matters Arising:

There were no matters arising to report on.

Other Matters:

**Community Governance Review**

Eastleigh Borough Council is to undertake a review of community governance in the unparished area of Eastleigh Borough.



## **Minutes of a Meeting of the Planning Committee held online commencing at 7.00pm on 10 November 2020**

**Present:** Cllrs Brown (Chair), Dean, Francis, Greenwood, Mignot, Moore and Toher

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs S Thorogood (RFO to Bishopstoke Parish Council)  
Cllrs Daly, Winstanley and Tidridge

**Public Attendance:** 0 members of the public were present

**PLAN\_2021\_M08/**

### **Public Session**

#### **63 Apologies for Absence**

63.1 All Councillors were present.

#### **64 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 27 October 2020**

64.1 The Minutes of the above meeting had been circulated prior to the meeting.

64.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 27 October 2020 be adopted as a true record.

#### **65 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

65.1 Cllr Toher raised a concern over the apparent attitude of the Borough Council towards alleged unauthorised works on protected trees. The Clerk was requested to pass this comment on to the Borough Council.

#### **Action: Clerk**

65.2 Cllr Brown asked for a Borough Council tree officer to attend a future Planning meeting to explain the procedures in place regarding trees.

#### **Action: Clerk**

#### **66 Declarations of Interest and Requests for Dispensations**

66.1 There were no declarations or requests.

#### **67 Consideration of Planning Applications**

67.1 H/20/88884 – 31 Stoke Park Road – Removal of existing rear lean-to extension and replacement with new extension containing dining area and utility room – The Committee agreed to Raise No Objection to the application.

67.2 H/20/88965 – 42 St Margarets Road – Single Storey Rear Extension – The Committee agreed to Raise No Objection to the application, but wished to request the Borough Council apply a condition that if skips are used during the construction process they should not be placed in such a way as to block the pavement or road.

67.3 H/20/89006 – 42 Edward Avenue – Single storey rear extension – The Committee agreed to Raise No Objection to the application.

67.4 H/20/89082 – 114 Church Road – Removal of existing conservatory and garage, two storey side and rear extensions (including loft room), single storey rear extension – The Committee agreed to Raise No Objection to the application, but wished to request the Borough Council apply a condition that if skips are used during the construction process they should not be placed in such a way as to block the pavement or road.

67.5 No applications had arrived following the publication of the agenda.

## **68 To receive a report from Cllr Tidridge on permissive paths at Anchor Park**

68.1 Cllr Tidridge informed the Committee that the paths at Anchor Park are permissive paths rather than footpaths in order that the Borough Council can maintain restrictions on how they are used. This is important due to the protected nature of the area as a Site of Importance for Nature Conservation (SINC). Cllr Tidridge also informed the Committee that it is a condition of the planning agreement for the site that the paths remain open otherwise the site owners could be subject to legal action. Cllr Brown thanked Cllr Tidridge for the update.

## **69 Report on recent planning decisions**

69.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

## **70 To receive the Clerk's Report**

70.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

70.2 The Clerk also informed the Committee that the meeting for the Eastleigh Local Area Committee to examine the Airport Expansion application will now take place on 17<sup>th</sup> December. It is expected to be an all day, online, meeting. The Clerk noted the Parish Council has been promised an invitation to speak but that if that does not arrive in the next few days then the Borough will be contacted to ensure the Council's voice will be heard at the meeting.

### **Action: Clerk**

70.3 The Clerk was asked to place a discussion of the application from the Planning Inspectorate regarding junction 9 of the M3 on a future agenda.

### **Action: Clerk**

## **71 Date, time, place and agenda items for next meeting**

71.1 The next scheduled meeting is on Tuesday 24<sup>th</sup> November at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 16<sup>th</sup> November 2020.

**72 Motion for Confidential Business**

72.1 Proposed Cllr Brown, Seconded Cllr Mignot, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**73 Reported Breaches of Development Control (Confidential Business)**

73.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

*There being no further business, the Chair closed the meeting at 7.30pm*

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 10 November 2020

**Present:** Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Thornton, Toher, Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs S Thorogood (RFO to Bishopstoke Parish Council)  
Cllr Daly

**Public Attendance:** 0 members of the public were present

FGP\_2021\_M03/

### 19 Apologies for Absence

19.1 All Cllrs were present.

### 20 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 13 October 2020

20.1 The Minutes of the above meeting had been circulated prior to the meeting.

20.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 13 October 2020 be accepted as a true record.

### 21 To consider Matters Arising from the above Minutes

21.1 There were no matters arising.

### 22 Declarations of Interest and Requests for Dispensations

22.1 There were no declarations or requests.

### 23 To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for October 2020

23.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

23.2 Cllr Toher asked for more information regarding the payment to Green Smile for the hedge work at Brookfield to ascertain whether the cost is outside the normal scope of maintenance the Parish Council provides. The Clerk was also requested to obtain an update from the Borough Council regarding progress on removing the charge on the land from the initial Borough Council purchase, and to send the Letter of Comfort provided by the Borough to the Parish Council's solicitors for approval.

#### Action: Clerk

23.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for October 2020.

## 24 To consider the draft expenditure budget and make recommendations

24.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted. The Clerk in particular noted the proposal to increase the grant budget to £25,000 in honour of the fact that Bishopstoke Parish Council has been in existence for 25 years (in its modern form).

24.2 Cllr Winstanley asked if the various map boards around the Parish could be considered for repair or replacement. The Cllr noted that the boards are in a state of disrepair at the moment, the maps are not current, and the details of the Parish website are no longer correct. The boards had been the idea of Bernie Bennett and Cllr Winstanley suggested commemorating that fact on any new boards that may be purchased.

24.3 Cllr Harris asked for a programme of bench replacement in the play areas to be considered. The Clerk noted that there may be money available in the current budget to begin a programme this year.

24.4 Cllr Toher asked for the railings around the War Memorial to be considered for replacement. They are starting to rust and would benefit from either sanding down and repainting or replacing.

24.5 Cllr Tidridge asked whether the Village Trail could be updated. A number of the locations on the original trail no longer exist and there are a number of routes in the southern part of the village that would be good to include. The Clerk suggested that this might benefit from a Task and Finish group of Councillors to oversee contacting various residents regarding potential interesting routes to include. A discussion of the project will be included on the next Full Council agenda and the Clerk will email all Cllrs to ask them to consider potential people of groups to be contacted regarding routes.

### Action: Clerk

24.6 The Officers were requested to include all the projects mentioned in the draft budget when it is brought back to the Committee in December.

### Action: Council Officers

## 25 To recommend Allotment rents for 2021-22

25.1 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** that allotment rents are kept the same for the year 2021-22.

## 26 To note provisional Council and Committee meeting dates for 2021-22

26.1 The provisional meeting dates for the year 2021-22 had been included with the supporting documents for this meeting and were noted by the Committee.

## 27 To approve Parish Council insurance

27.1 Information regarding the current insurance position of the Council and the potential quotes had been included with the supporting papers for this meeting.

27.2 Two proposals were made. Cllr Toher proposed accepting the Pen Underwriting Limited quote and the long-term arrangement. Cllr Parker-Jones proposed accepting the same quote, but only for a one-year period. Cllr Toher's proposal was not seconded whilst Cllr Parker-Jones proposal was seconded by Cllr Thornton, and so the second proposal proceeded to a vote.

27.3 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** with Cllr Toher abstaining that the Council accept the quote from Pen Underwriting Limited for one year.

**28 To consider a grant request from MHA Communities Eastleigh and make recommendations**

28.1 The papers for the grant request had been included with the supporting papers for this meeting.

28.2 After discussion the Committee agreed that they needed more information on the reasons for requesting different amounts from Bishopstoke Parish Council and Fair Oak & Horton Heath Parish Council. The Clerk was requested to contact the applicant to obtain the information and subsequently bring the application forward at the next available opportunity.

**Action: Clerk**

**29 To receive an update on the Cemetery Gates and consider next steps**

29.1 The Clerk had provided an update on the Cemetery gates which had been included with the supporting documents for this meeting.

29.2 It was agreed that Cllr Parker-Jones will start the process of requesting the money from the Borough Council at the next Cemeteries Working Group meeting.

**Action: Cllr Parker-Jones**

**30 To discuss and decide upon the purchase of second-hand Community Speedwatch equipment**

30.1 An opportunity to purchase a second hand speed indicator device and high visibility jackets had arisen which the Clerk relayed to the Committee. The Clerk's recommendation was that a full plan for any plans the Parish might have to monitor speeding within Bishopstoke should be in place before the purchase of any equipment, in part to ensure that any equipment purchased is fit for purpose. The Committee agreed not to move forward with purchasing this equipment.

**31 To note the Clerk's Report, including an update on Parish Council assets**

31.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

31.2 Cllr Tidridge asked if there was a date set for the installation of signs at the play areas. The Clerk informed the Committee that he did not have a date yet but was hopeful that it would be soon.

**32 Date, time, place and agenda items for next meeting**

32.1 The next meeting is scheduled to be on Tuesday 8<sup>th</sup> December 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 30<sup>th</sup> November.

*There being no further business, the Chair closed the meeting at 8:38pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 3 November 2020**

**Present:** Cllrs Winstanley (Chair), Dean, Greenwood, Harris and Toher

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

**Public Session** 0 members of the public were present

**BUILD\_2021\_M02/**

**Public Session**

### **11 Apologies for Absence**

11.1 All Councillors were present.

### **12 To adopt the minutes of the Buildings Committee meeting held on 6 October 2020**

12.1 The minutes of the above meeting had been circulated prior to the meeting.

12.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 6 October 2020.

### **13 To consider matters arising from the above minutes not covered elsewhere on the agenda**

13.1 There were no matters arising.

### **14 Declarations of Interest and Requests for Dispensation**

14.1 There were no declarations or requests.

### **15 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps**

15.1 The RFO's report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

15.2 The Committee discussed the two separate quotes for work on the roof and it was agreed that the option to board over the roof was likely to be more effective in preventing future problems in the same area.

15.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to proceed with the quote for reboarding the roof above the Green Room in the Memorial Hall.

15.4 Cllr Harris reminded the Committee that, following the closure due to the second lockdown, legionnaire's work would need to be completed prior to reopening.

**Action: RFO**

**16 To receive a report on Parish-owned buildings, and to make any necessary decisions**

16.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix B.

**17. To receive a report from Council representatives to other community buildings**

17.1 Cllr Winstanley informed the Committee that the Bishopstoke Community Centre has reopened in June with the pre-school, and then in September for some of the other regular hirers. The latest lockdown will mean that all but the pre-school will have to stop again. Various works have been completed, included recovering from another minor flood in the kitchen due to blocked drainpipes. The BCA Committee are actively looking at whether anything can be done to prevent future flooding.

**18. To receive an update on Armistice Day preparations**

18.1 The Clerk updated the Committee on the latest lockdown and its impact on any potential Armistice Day service. The government has announced that outdoor, socially distanced events can still be held but should be limited in numbers. The Clerk noted his concern that continuing with the service as planned would set a bad example during lockdown. The committee also noted that there is no way to control residents entering the Meadow, and so there is no guarantee numbers can be limited.

18.2 After discussion the Committee agreed that the service should continue but be limited. Only those laying a wreath will be invited to attend. There will be no formal religious element to the service. Cllrs will be asked not to attend. Those laying wreaths will be socially distanced during the wreath laying.

18.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to proceed with a limited Armistice Day ceremony as outlined in 18.2 above.

**19 To receive the Clerk's Report**

19.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

**20 To agree the date, time, and place for the next meeting**

20.1 The next Buildings Committee meeting will take place on Tuesday 1<sup>st</sup> December 2020 at 7:00pm online. Agenda items to the Clerk by Monday 23<sup>rd</sup> November please.

*There being no further business, the Chair closed the meeting at 7:42pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **BISHOPSTOKE PARISH COUNCIL**

**Cemeteries Working Group  
Meeting held online on 16<sup>th</sup> November 2020 7pm**

## **Summary of recommendations from the CWG meeting held on 16<sup>th</sup> November 2020:**

1. **To accept the revised terms of reference** – the CWG requested that the terms of reference for the CWG be updated for points 5.1 and point 8.1.6 to state that the CWG now report to Full Council rather than the F&GP committee
2. **To request the funds for the new Cemetery gates at Bishopstoke Cemetery** – The CWG agreed to recommend that the funding for the new Cemetery gates be requested from EBC in order to have the funds available to move forward with the new gates
3. **No increase in Cemetery fees for 2021/2022** – Given the ongoing pandemic situation the CWG recommend that the Cemetery fees are not increased for 2021/2022
4. **Recommend double fees for a memorial with no interment for persons not resident in Bishopstoke** - The CWG recommend to Full Council that fees for a memorial without interment should be doubled if the person on the inscription for the memorial was not resident in Bishopstoke Parish at time of death or otherwise satisfied the exception listed on the current fees schedule

**PARISH COUNCIL MEETING ON 24 NOVEMBER 2020**  
**MONTHLY STATEMENT OF ACCOUNT October 2020**

**Start 01/10/2020**

**End 31/10/2020**

| <b>Fund Movements</b> |                     |                   |                    |                    |                    |                     |
|-----------------------|---------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Bank Accounts         |                     | Money In          |                    | Money Out          |                    |                     |
|                       | Starting Balance    | Receipts          | Transfer In        | Payments           | Transfer Out       | Closing Balance     |
| Co-op                 | £ 29,465.94         | £ 8,210.94        | £ 20,000.00        | £ 22,051.19        |                    | £ 35,625.69         |
| EBC                   | £ 307,661.37        |                   |                    |                    | £ 20,000.00        | £ 287,661.37        |
| <b>Total</b>          | <b>£ 337,127.31</b> | <b>£ 8,210.94</b> | <b>£ 20,000.00</b> | <b>£ 22,051.19</b> | <b>£ 20,000.00</b> | <b>£ 323,287.06</b> |

| <b>Receipts in detail</b> |                   |
|---------------------------|-------------------|
| Burial Board              | £ 2,455.00        |
| Allotments                | £ 120.00          |
| Carnival                  |                   |
| VAT refund                | £ 5,635.94        |
| Insurance                 |                   |
| Misc.                     |                   |
| <b>Total</b>              | <b>£ 8,210.94</b> |

| <b>VAT</b>         |             |
|--------------------|-------------|
| Previously Claimed | £ 81,898.24 |
| Claimed in October | £ 5,635.94  |
| Unclaimed          |             |

| <b>EBC Loan Account Summary</b> |                      |              |               |          |                 |                 |
|---------------------------------|----------------------|--------------|---------------|----------|-----------------|-----------------|
|                                 |                      | Money In     |               |          | Money Out       |                 |
|                                 | 1 April 2020 Balance | Precept      | Support Grant | Interest | Transfer to BPC | Current Balance |
| Prior to Oct 20                 | £ 131,613.94         | £ 230,904.24 | £ 4,589.60    | £ 553.59 | £ 60,000.00     | £ 307,661.37    |
| Oct 20                          |                      |              |               |          | £ 20,000.00     | £ 287,661.37    |

| <b>Notes</b> |  |
|--------------|--|
|              |  |

## Full Council

### Items 9, 10, 11, 12 & 14

#### **Climate Change Emergency**

Cllr Tidridge requested this item be on the agenda and will lead the discussion.

#### **MHA Grant Request**

The applicant has provided the additional information requested by the Finance & General Purposes Committee. The reason for Bishopstoke being asked for more funds than Fair Oak is that there are more MHA members in Bishopstoke than Fair Oak, leading to greater costs being incurred for those members.

#### **Church Christmas Tree Trail**

In the absence of any carol singing this year the Churches are combining to produce a Christmas Tree Trail with 12 trees situated around Bishopstoke. There is also likely to be a quiz for children to complete. Three of the sites involve Parish Council property – the Memorial Hall, the Cemetery and Shears Mill. I have assumed the Buildings Committee, acting as the Parish arm of the Charitable trust, will give permission for a tree to be sited outside the Hall, and the Council are asked to give permission for the other two sites.

#### **Burial Board fees**

The Cemetery Working Group are recommending that fees be maintained at their current level for the year 2021-22.

#### **Village Trail**

One of the projects that arose during the budget discussions at the Finance & General Purposes Committee meeting was to update the Village Trail. The existing trail does not include parts of the village at all and includes landmarks that no longer exist. Ideas for new trails are being looked at but there are many potential sources of good ideas, and many trails to assess and consider. One possibility is the creation of a Task and Finish group to meet several times over the next few months, make contact with any party that might be relevant, and draw all the ideas together, before making a final presentation to Council.





# Bishopstoke Parish Council

Listening to you

**David Wheal**  
**BSc (Hons) PGCE**  
**Clerk to the Parish Council**

**Bishopstoke Parish Office**  
**Riverside**  
**Bishopstoke**  
**Eastleigh**  
**Hampshire SO50 6LQ**

Tel: 02380 643428  
email: [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org)

## **APPLICATION FOR GRANT AID**

|     |                                       |   |
|-----|---------------------------------------|---|
| 1.  | Name of Organisation                  | MHA Communities Eastleigh   |
| 7.  | Objectives and Member Criteria        | See attached sheet  |
| 8.  | Total Membership Proportion in BStoke | See attached sheet  |
| 9.  | Total Grant                           | £800  |
| 10. | Grant Purpose                         | See attached sheet  |
| 11. | Estimated income of organisation      | £52,000   |
| 12. | Estimated expenditure of organisation | £51,000   |
| 13. | Other funding                         | A £500 grant from Far Oak and Horton Heath Parish Council has been requested. |

Additional information to support application

**What are the objectives of your organisation and do membership criteria apply**

The MHA Communities Eastleigh scheme works to reduce loneliness and isolation amongst older people in the Eastleigh borough and empower them to remain an active part of their community thus reducing their need to access services provided by the local council, NHS and Doctors surgeries. Normally we would do this through groups, outings, activities, befriending visits / phone calls and sign posting. At the moment our focus is on supporting our members and other local groups through the current pandemic. We are part of the larger MHA charity which nationwide supports over 18000 older people to live the life that they want to live.

Membership is open to anyone who lives in the Eastleigh borough or has strong links to the Eastleigh Borough over the age of 60.

**What is your total membership and how many live in Bishopstoke**

Nationally the MHA works with over 18000 older people , in the Eastleigh Borough we have 142 members of which 24 live with in Bishopstoke.

**What will the grant be used for and when will it be spent by ?**

*A History of the three villages*

**I would like to use this money (along with funding from Fairoak/Horton Heath parish council) to fund a 6 month long weekly group for our members in which we would research the history of the three villages (Bishopstoke, Fair oak and Horton heath) and interview our members and other significant members of the community to make sure their stories where not lost to time. We would then create a website which could be used as a resource to promote the three villages and to keep their history alive.**

**The villages have changed so much in the last 80 years and as a former History teacher I would love to be able to help keep the history of these wonderful places alive , not just the overarching story but the small tales of individuals who have lived here their entire lives and have seen all of the changes. This is why I think it is important that part of the grant is used to pay to host a website where the information can be made available to everyone who is interested in the history of their local area and of the people who lived there. My vision is that the site would deliver a combination of photograph's, written stories and audio interviews. ( and may even have the facility for people to upload their own photos and stories )**

**Ideally we would like to make this project fully intergenerational and would look to involve local schools to help deliver the project, this would help build relationships between generations and make history "real" to the younger members of the community, helping to keep the concept of community alive in the three villages. (Once we have confirmed that the project can go ahead I will reach out to a school in each of the three villages to find a partner in each area)**

I would also like to work with local history groups and religious groups of all denominations to make sure that the influence and scope of the project is as wide as possible.

Cost breakdown

**Staff time £12 x 2 ( hours a week direct contact with members) x 24 ( weeks )  
£576**

(Depending upon Covid restrictions direct contact will either be via group phone calls / zoom calls or in person and may involve visiting specific places of interest in the 3 villages )

**Staff time £12 x 1.5 ( Correlating data, carrying out interviews , adding information to website ect ) x24 (weeks) £ 432**

**2 years webhosting for project ( average cost £10 per month) £240**

**Expenses and printing costs £52**

**Total cost for the project = £1300**

|  |                    |
|--|--------------------|
| <b>What are your total project costs?</b>  | <b>£ 1300</b>      |
| <b>Contribution from other sources?</b>    | <b>£ 500</b>       |
| <b>Total requested from Parish Council</b> | <b>£ 800</b>       |
| <b>Project start date</b>                  | <b>March 2021</b>  |
| <b>Project completion date</b>             | <b>August 2021</b> |



Bishopstoke Parish Council

Listening to you

# **BISHOPSTOKE PARISH COUNCIL**

## **CCTV POLICY**

(Draft)

**This CCTV Policy was proposed  
by the Parish Council at its meeting on 24 November 2020**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**

**CCTV POLICY (Draft)**

**Amendment Sheet**

| <b>Amendment No.</b> | <b>Date Incorporated</b> | <b>Subject</b> |
|----------------------|--------------------------|----------------|
|----------------------|--------------------------|----------------|

DRAFT

# CCTV Policy

## 1 Provenance

- 1.1 This Policy should be read with reference to the Data Protection Act 2018, Freedom of Information Act 2000 (FOIA), the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State's Surveillance Camera Code of Practice (SC code) and the Information Commissioner's Office (ICO) CCTV Code of Practice.

## 2 Background and Introduction

- 2.1 Under the Protection of Freedoms Act 2012 and Data Protection Act 2018 the processing of personal data captured by CCTV systems is governed (including images identifying individuals). The Information Commissioner's Office (ICO) has issued a Code of Practice on compliance with legal obligations. The use of CCTV is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is and Bishopstoke Parish Council adheres to the ICO's Code of Practice.
- 2.2 Bishopstoke Parish Council is committed to informing its staff, volunteers and service users about the presence of and operation of CCTV. This Policy is available on the Bishopstoke Parish Council's website so that all stakeholders are clear about how CCTV is utilised.
- 2.3 Access to personal information recorded through CCTV cameras is restricted solely to the Data Protection Officer appointed by Bishopstoke Parish Council.

## 3 Objectives and Targets

- 3.1 This CCTV Policy explains how Bishopstoke Parish Council will operate its CCTV equipment and comply with the current legislation.
- 3.2 The Bishopstoke Parish Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers and service users and to combat vandalism and theft. Essentially it is used for:
  - 3.2.1 The prevention, investigation and detection of crime
  - 3.2.2 The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
  - 3.2.3 Safeguarding public, volunteers and staff
  - 3.2.4 Monitoring the security of the site
  - 3.2.5 To protect members of the public and ~~private~~ Council property.
- 3.3 The Bishopstoke Parish Council does not use the CCTV system for covert monitoring.

## 4 Location

- 4.1 Cameras are located in those areas where it has been identified there is a need and where other solutions are ineffective. The CCTV system is used solely for purpose(s) identified and is not used to routinely monitor staff, volunteers, or service users' conduct. Cameras will not be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets. Signage alerts individuals to the use of CCTV ~~on entrance to the Parish Office and Memorial Hall area~~ in areas under surveillance.
- 4.2 Static cameras will not focus on private homes, gardens and other areas of private property.
- 4.3 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- 4.4 Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. ~~Tapes~~ Recordings will never be released to the media for purposes of entertainment.

## 5 Maintenance

- 5.1 The CCTV system is maintained by Bishopstoke Parish Council and includes periodic maintenance inspections.
- 5.2 Bishopstoke Parish Council is responsible for:
  - 5.2.1 Ensuring that it complies with its responsibilities in relation to guidance on the location of the camera
  - 5.2.2 Ensuring that the date and time reference are accurate
  - 5.2.3 Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded
  - 5.2.4 Ensuring that the Data Protection Officer is trained in the use of the equipment
  - 5.2.5 Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.

## 6 Identification

- 6.1 ~~In areas of Parish Office and Memorial Hall site and building,~~ Where CCTV is being used the Council will ensure prominent signs are in place.
- 6.2 The signs will:
  - 6.2.1 Be clearly visible and legible
  - 6.2.2 Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme
  - 6.2.3 Be an appropriate size depending on context.

## **7 Type of Equipment**

- 7.1** Bishopstoke Parish Council will assess the needs of each site and select whether to record audio as well as video. The use of standard CCTV cameras, and web cameras, is covered by this policy.

## **8 Administration**

- 8.1** Bishopstoke Parish Council is the Data Controller and the Data Protection Officer has responsibility for the control of images and deciding how the CCTV system is used. The Council has notified the Information Commissioner's Office of both the name of the Data Controller and the purpose for which the images are used. Only the Data Protection Officer will have access to images and is aware of the procedures that need to be followed when accessing the recorded images. The Data Protection Officer is trained and is aware of responsibilities under the CCTV Code of Practice:

[https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/.](https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/)

- 8.2** Access to recorded images is restricted to the Data Protection Officer and recordings will be accessed as prescribed by the Council in the event of an incident.
- 8.3** Access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access and security, and disclosure of, recorded images.

## **9 Image storage, viewing and retention**

- 9.1** Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.
- 9.2** The Bishopstoke Parish Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. The Data Protection Officer will retain images for evidential purposes in a locked area. Where images are retained, the Data Protection Officer will ensure the reason for its retention is recorded, where it is kept, **by whom**, any use made of the images and finally when it is destroyed.
- 9.3** The Bishopstoke Parish Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are removed or erased.

## **10 Disclosure**

- 10.1** Disclosure of the recorded images to third parties can only be authorised by the Data Controller.
- 10.2** Disclosure will only be granted:
- 10.2.1** If its release is fair to all individuals concerned
  - 10.2.2** If there is an overriding legal obligation (e.g. information access rights)
  - 10.2.3** If it is consistent with the purpose for which the system was established.

- 10.3** All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.
- 10.4** N.B Disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime. Disclosure will be authorised to law enforcement agencies upon receipt of a formal request, or if, upon reviewing any images, the Data Controller believes that they might assist with any investigation.

## **11 Subject Access Requirements**

- 11.1** Individuals whose images are recorded have a right to view images of themselves (with a Council Officer present) and, unless they agree otherwise, to be provided with a copy of the images. If the Bishopstoke Parish Council receives a Subject Access Request under the General Data Protection Regulations 2018 it will comply with requests within 1 month. The Council may charge a fee for the provision of a copy of images. If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.
- 11.2** As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request.
- 11.3** Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.
- 11.4** Refusal to disclose images may be appropriate where its release is:
- 11.4.1** Likely to cause substantial and unwarranted damage to that individual
  - 11.4.2** To prevent automated decisions from being taken in relation to that individual.

## **12 Monitoring and Evaluation**

- 12.1** The Bishopstoke Parish Council undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:
- 12.1.1** Its stated purpose
  - 12.1.2** The location
  - 12.1.3** Any images recorded
  - 12.1.4** Storage length
  - 12.1.5** Deletion.

## **13 Period of Review**

- 13.1** The efficacy of this Policy will be reviewed bi-annually by the Bishopstoke Parish Council. If the Council decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.

## 14 Guiding Principles

System operators should adopt the following 12 guiding principles:

- 14.1 Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 14.2 The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- 14.3 There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints
- 14.4 There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used
- 14.5 Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them
- 14.6 No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged
- 14.7 Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes
- 14.8 Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- 14.9 Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use
- 14.10 There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published
- 14.11 When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value
- 14.12 Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

**Data Controller: Bishopstoke Parish Council**

**ICO Registration: Z6673569**

**Data Protection Officer**

Mr D Wheal

Data Protection Officer

Bishopstoke Parish Council

Riverside

Bishopstoke

Hampshire

SO50 6LQ

Policy Proposed: 24<sup>th</sup> November 2020

Next Review: November 2022

DRAFT

# Do We Or Don't We

The subject of CCTV and Webcams is contentious, but also unclear. Unclear because councillors as a whole do not share the same opinions and by that have different ideas, needs and fears. Leaving the law to one side for a moment we need to unanimously agree what we want, if anything. To achieve a decision we need to start at the beginning.

Camera: a definition (not my words)

A **camera** is an [optical](#) instrument used to record [images](#). At their most basic, cameras are sealed boxes (the camera body) with a small hole (the [aperture](#)) that allow light in to capture an image on a light-sensitive surface (usually [photographic film](#) or a [digital sensor](#)). Cameras have various mechanisms to control how the light falls onto the light-sensitive surface. [Lenses](#) focus the light entering the camera, the size of the aperture can be widened or narrowed to let more or less light into the camera, and a [shutter](#) mechanism determines the amount of time the photo-sensitive surface is exposed to the light.

The still image camera is the main instrument in the art of photography and captured images may be reproduced later as a part of the process of photography, [digital imaging](#), [photographic printing](#). The similar artistic fields in the moving image camera domain are film, [videography](#), and [cinematography](#).

In short a camera captures on recordable material images of what the user wishes to capture **AND** images that are unintentional. We all have them; we can all use them and if we are honest we all capture images that are both intentional and unintentional often together. As individuals we police ourselves.

The council has to achieve two things; comply with its best endeavours to the letter of the law and morally be squeaky clean.

The draft policy document referred to CCTV and WEBCAMS, for completeness let's take a definition of both:

CCTV: a definition (again not my words, though I have removed linked Footnotes / Endnotes)

**Closed-circuit television (CCTV)**, also known as **video surveillance**, is the use of [video cameras](#) to transmit a signal to a specific place, on a limited set of monitors. It differs from [broadcast television](#) in that the signal is not openly transmitted, though it may employ point-to-point (P2P), point-to-multipoint (P2MP), or [mesh](#) wired or [wireless links](#). Though almost all video cameras fit this definition, the term is most often applied to those used for [surveillance](#) in areas that may need monitoring such as banks, stores, and other areas where security is needed. Though [videotelephony](#) is seldom called "CCTV" one exception is the use of video in [distance education](#), where it is an important tool.

Surveillance of the public using CCTV is common in many areas around the world. In recent years, the use of [body worn video](#) cameras has been introduced as a new form of surveillance, often used in law enforcement, with cameras located on a police officer's chest or head. Video surveillance has generated significant debate about balancing its use with individuals' [right to privacy](#) even when in public.

In industrial plants, CCTV equipment may be used to observe parts of a process from a central [control room](#), for example when the environment is not suitable for humans. CCTV systems may operate continuously or only as required to monitor a particular event. A more

advanced form of CCTV, utilizing [digital video recorders](#) (DVRs), provides recording for possibly many years, with a variety of quality and performance options and extra features (such as [motion detection](#) and email alerts). More recently, decentralised [IP cameras](#), perhaps equipped with megapixel sensors, support recording directly to [network-attached storage](#) devices, or internal flash for completely stand-alone operation.

WEBCAM: a definition (again not my words, though I have removed linked Footnotes / Endnotes)

A **webcam** is a [video camera](#) that feeds or [streams](#) an image or video in real time to or through a [computer](#) to a [computer network](#), such as the [Internet](#). Webcams are typically small cameras that sit on a desk, attach to a user's monitor, or are built into the hardware. Webcams can be used during a video chat session involving two or more people, with conversations that include live audio and video. For example, [Apple's iSight](#) camera, which is built into Apple laptops, iMacs and a number of [iPhones](#), can be used for video chat sessions, using the [iChat](#) instant messaging program (now called [Messages](#)). Webcam software enables users to record a video or stream the video on the Internet. As video streaming over the Internet requires much [bandwidth](#), such streams usually use [compressed formats](#). The maximum resolution of a webcam is also lower than most handheld video cameras, as higher resolutions would be reduced during transmission. The lower resolution enables webcams to be relatively inexpensive compared to most video cameras, but the effect is adequate for video chat sessions.<sup>[1]</sup>

The term "webcam" (a [clipped compound](#)) may also be used in its original sense of a [video camera](#) connected to the [Web](#) continuously for an indefinite time, rather than for a particular session, generally supplying a view for anyone who visits its [web page](#) over the Internet. Some of them, for example, those used as online [traffic cameras](#), are expensive, rugged [professional video cameras](#).

You are probably thinking why am I wasting your time, but the difference of opinions within the council needs to be broken down to focus us on what we can agree on.

#### Web-cam usage

Starting with Web-cameras, we have a decision, do we wish to have them bearing in mind these are in simple terms broadcasting to an audience. We may wish to use them for meetings and the like so its two questions in reality.

Q1: Do we want to have a web-cam covering a given area that can be broadcast to the wider public?

Q2: Do we accept web-cams usage for meetings and the like and allow any images and sounds to be recorded by anyone with the **technology to do so**.

Depending on the answers to the above we would have to have more controlling detail in the document (not just mentioned in item 7) as it starts to fall into the general concept of a CCTV system.

## CCTV System

This is where the bulk of the document has focused on and has rightly put aside the transmission technology and costs. These are dealt with elsewhere, however parts of the policy can utilise technology to automate council's requirements reducing officer's time (and thereby costs). It is my opinion that until we know what technology we may deploy the policy should be as generic as possible for the areas where technology has possible influence.

Before we look at the policy document itself perhaps we had better consider what we want and whether indeed we want it.

Some councillors only want cameras deployed when there is a need, detecting persistent vandalism for instance. For this we have to decide whether we are adding these cameras to the existing system and thereby automatically fall into the process or are standalone.

Perhaps the immediate question is

Q3: Do we want to have a 24/7/365.25 CCTV System?

A system can have a number of cameras connected to it and all those feeds can be managed centrally. Indeed the system and potentially the monitoring of could be contracted out to a "third" party. This leads to two further questions:

Q4: Do we want to have the system managed by a "third" party?

Q5: Do we want the management of the system to include live monitoring or not?

Whilst I have a view which will be stated at the appropriate time, I believe it has been stated that there isn't a wish or need for live monitoring.

The "third" party effectively manages the system and have access to the images for the purpose of running the system but the usage of the images remains under control of the Data Protection Officer. This is a common practise in large companies and indeed during my time working at Heston M4 services, I was able to access images for the purposes of the task at hand.

If on the other hand we don't want a system but many individual standalone cameras which is the view expressed by some councillors then this does increase the time the officers need to have available to run it. Technology / Money have help in this regard, but it will still be more labour intensive.

The middle ground is to deploy a system which can have fixed camera assets connected to it with capacity to add others as required. Having the capability to fulfil the as and when option leads us to another option.

Cameras can be deployed to investigate and assist in the detection of known criminal activity, vandalism and the like. These can also be managed by a CCTV system, but by the very nature of the need it has to be covertly achieved. I recall a local council placing a standalone camera in an area where fly tipping occurred. The images caught were successfully used in the prosecution of the offender.

We are all aware that almost everyone can covertly take images (and sound), indeed the growth in Ring Cameras, Dash-cams, wildlife cameras etc.... means that covert images are being taken and used every day. Indeed Cllr. Brown made comment that Hampshire Constabulary has indicated it would act on Dash-cam images in order to pursue poor driving or roadside incidents. Images of those mentioned are now forming part of the Broadcast TV viewing.

I am sure the council would not want to have covert cameras as a matter of course, however when a need arises then we should have in our policy the framework for permitting such a deployment. This

ability seems to fit in with some councillors wishes to assist in the detection of ongoing crime / vandalism etc.

Questions then:

Q6: Do we want to have a CCTV system, which permits connectivity of “temporary” cameras used for investigative/detection purposes?

Q7: Do we agree that there could be a need for covert cameras?

Q8: Do we believe all covert images should be stored within a system thereby managed by the same process?

I am sure there are many other questions, but having them posed does promote discussion and decision, which leads to what the council does actually want.

Moving on to the policy

The statement “The Bishopstoke Parish Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers and service users and to combat vandalism and theft” is a good general statement. It is then further broken down (3.2.1 – 3.2.5). There is a slight concern in my view with 3.2.5 “To protect members of the public and private property” in that I don’t believe we should state we are protecting private property. The reason for saying this is if we are protecting private property it suggests we accept some responsibility for it and that could lead to a claim against us should a loss occur or the owner falsely claiming to their insurer the property is under our protection. In car parks, cars are parked at owner’s risk and there is normally a sign saying this. If stored property is inside council premises, it should be insured by the owner, more so if it accessible at any time. Changing the wording to simply property would be more accurate in my opinion. Then in the event of a loss the system can be used to aid in identifying how the loss occurred. “Loss” in the above refers to theft, damage to, misuse and unforeseen circumstances.

The words “service users’ conduct” is pertinent currently in that it is a duty of the council to ensure Covid-19 (or is SARS-Covid-2) precautions are actually being carried out. Conduct would also include safeguarding and other unsavoury activities, which can themselves escalate into criminal acts. I believe the council has an obligation to monitor “service users’ conduct” currently. So....

Q9: Do we wish to monitor service users’ conduct currently?

The words “Signage alerts individuals to the use of CCTV on entrance to the Parish Office and Memorial Hall area” should be generalised to say “Signage alerts individuals to the use of CCTV in areas under surveillance.” This enables other areas such as the allotments, cemetery, Shears Mill as examples to be added without the need to re-issue the policy document. A record of where the cameras are actually fitted would be needed for maintenance purposes and that record can form an appendix to the policy, as the record is a live document of where cameras are fitted and operating.

The words “Tapes will never be released to the media....” does need to change to recordable media and downloads (or if you prefer electronic transfers), tapes are so yesterday.

The words “Ensuring that the date and time reference are accurate “, states a necessary technology requirement for the Data Protection Officer and any authorised users of the images for legitimate purposes. I mention this because this is where technology and the cost of purchasing have a role to play.

Item 6 “**Identification**” refers to locations by name I again suggest this generalised as indicated above

Item 9.2 states “The Data Protection Officer will retain images for evidential purposes in a locked area”, I would want to be assured that any system and all recordable media associated with the system is in a locked and secure area. This is to minimise the risk of theft or destruction of the system and the recordable media. The evidential part of the statement is valid but ideally in a separate safe location. It also states “...any use made of the images and finally when it is destroyed” for which I would add to whom e.g. Police Officer 3461 Brown, as these images could be kept for years and we would probably not know when they are “destroyed”. The term destruction is also technically interesting, in that simply erasing does not remove the content unless you are using a purpose designed erasing programme. This takes me back to the role technology plays. With most good systems the retention can be set so that the files are deleted upon reaching the end of the retention period and again a good system will ensure proper deletion. This relieves the officer the manual task of managing basic retention, however still leaves the necessary duties with regard to retained images. Item 9.3 could then be changed to reflect the actual retention actions.

Item 10.4: In my view we have a duty to disclose images to enforcement agencies when requested or even offer them if the Officer becomes aware we have images that can assist with any investigation / incident. I suggest the note is changed to more formal statement.

Item 11.1 the wording states what we have to adhere to when a request is made, I would like it to state that the images are viewed with the Officer present which then gives more confidence that 11.2 is followed and requestor’s copy is logged. The question I have here is how long do we keep these images? We will presumably have no idea how long the offered images will be kept or where they exist (do we really what them on YouTube or WhatsApp?). Is it worth having some form of a signed disclosure agreement form?

Item 14 summarises most of the preceding document and indeed re-enforces the policy statements and aims of the policy. As mentioned initially all cameras can record unintentional images, these by following the policy will not be from areas where privacy is the norm, however people can do the strangest things.

I would suggest that once the council has agreed what is to be installed if anything, then the policy could be made more specific in some areas, but we need to start with something, as its better than nothing.

[Finally to again promote debate, guidance from the web regarding covert CCTV](#)

## **The Rules, Regs & Ethics Of Installing Covert CCTV**

Although visible CCTV will catch crooks or events in action sometimes hidden surveillance is better suited. If you suspect that an employee or person(s) is up to no good then it's your right to try and get to the bottom of it. However, there are laws in place that prevent you from using continual surveillance without having a specific reason, so you need to be sure that your hunch of wrong doing is sufficient enough for [covert CCTV](#).

The *Data Protection Act 1998 (DPA)* and the *CCTV Code of Practice (the Code)* states that hidden CCTV must only be used if you suspect a specific crime such as theft is being committed, and as a result you plan to involve the police. Covert surveillance should not be implemented in a slap-dash manner, including seeking evidence for common, run of the mill internal discrepancies.

If you truly suspect criminal activity is happening in the work place then it's advised you weigh up an impact assessment, this will help you to decide whether or not installing covert CCTV is a proportionate response to the belief you have that something fishy is going on. If your belief is not wholesome or justified then any covert recording should not take place and you should look to less invasive alternatives to monitor activity.

[More guidance from the web regarding covert CCTV](#)

## **The Law on Spy Cameras**

Spy cameras are one of the most useful pieces of monitoring equipment available today. However, they also have the strictest rules. If a spy camera user does not comply with any of these laws, serious legal action can be taken.

### **Legal requirements of spy camera use**

- It is illegal to use any kind of surveillance in areas where individuals would expect privacy, such as in changing rooms, locker rooms, or toilets, unless in exceptional circumstances where there is a legal issue and this action has been approved by the police. In this case, the operator should make extra effort to ensure that individuals are aware that cameras are in use.
- In public, any CCTV deployed that records sound must be accompanied by a clear sign to inform that CCTV is in operation.
- Conversations between members of the public should not be recorded on CCTV.
- All public CCTV cameras should be registered with the Information Commissioner's Office.
- In any type of covert surveillance, footage should only be used for the purpose for which it has been taken, which must be a legitimate security reason.
- You must only retain footage for as long as it is reasonably needed.
- It is not permitted to release footage to third parties despite when there is a legal necessity.
- You have a responsibility to keeping all footage safe.

- Covert camera users should have a retention policy. You should only keep the images for as long as necessary to meet the purpose of recording them.
- Public CCTV has to be used to protect citizens rather than spy on them.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- CCTV camera users are not allowed to disclose images of identifiable people to the media – or put them on the internet – for entertainment.
- You are required to implement clear procedures on use of the surveillance system and how information is used, and must regularly check it is followed.

#### **Legal use of spy cameras**

- Using covert surveillance in the home to spy on others.
- Using hidden cameras in the workplace to monitor employees.
- Using spy cameras to protect yourself in most situations.
- Placing CCTV cameras on the outside of a domestic or commercial property for security purposes.

#### **What is illegal use of a spy camera?**

- Deploying covert cameras in areas where individuals would have an expectation of privacy, such as bathrooms, changing rooms and locker rooms.
- Planting a hidden camera in someone else's home, or an area someone else owns.
- Using covert cameras for illegal reasons.
- Using spy cameras for an illegitimate reason.
- Sharing images or footage with third parties other than for legal reason.
- Releasing footage or images to the media.
- Recording conversations between members of the public on CCTV.

**So do we don't we**



## Full Council - Clerk's report 24 November 2020

### Clerk's Report

#### Actions from previous meetings

**FULL\_2021\_M03/36.1** Regarding an agenda item request from Cllr Tidridge  
The requested item was placed on the agenda for this meeting.

**FULL\_2021\_M03/42.3** Regarding a bin survey  
The survey has not yet begun but is hoped to be completed during December and January.

**FULL\_2021\_M03/43.2** Regarding the bench on Fair Oak Road  
I have contacted the resident to let her know the current position and also to ask about potential wording for the plaque.

**FULL\_2021\_M03/44.4** Regarding Church Road play area fencing  
Following a conversation with SSE Networks our request for a gate is now being passed to one of the managers in the "Civils" department. They are arranging a site visit to assess whether they believe there is a need for a gate and will contact me once they have any updates or information. I am still awaiting responses regarding more public art based fencing.

**FULL\_2021\_M03/49.2** Regarding notices at the Cemetery and BMH gutters  
I have passed the requests to the relevant officers.

#### Other Items

##### **Play Area Signage**

The signs are now in the hands of the contractor and are being installed.