

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
WEDNESDAY, 31st MARCH 2021 AT 7.00PM
VIRTUAL MEETING VIA ZOOM

Present Cllr Maggie Hill Cllr Hazel Crosthwaite
Cllr Alex Loughran Cllr Richard Izard
Cllr Shaun Byrne Cllr Rob Veck (at end of 33/20)

Apologies

In attendance Debbie Harding (Clerk)
Cllr Brian O'Neill
0 Members of the public

P 27/20 APOLOGIES FOR ABSENCE

P 28/20 TO RECEIVE ANY COUNCILLOR DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS, IN RELATION TO ANY ITEMS ON THE AGENDA

No Councillor declarations of interest were made.

The Clerk will leave the meeting when matters in relation to her employment contract is discussed.

P 29/20 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 14th of OCTOBER 2021

It was resolved to accept the minutes as an accurate record of the meeting, proposed by Cllr Alex Loughran, seconded by Cllr Richard Izard and carried. Cllr's Hazel Crosthwaite and Shaun Byrne abstained.

P 30/20 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING

A request for a memorial bench came in today which was directed to our bench memorial bench policy.

Parish Online is going well. All land, buildings and play areas are mapped with supporting title deeds, invoices etc. Smaller items such as benches and bins are outstanding.

P 31/20 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were made

P 32/20 TO CONSIDER THE FOLLOWING NEW POLICIES AND RECOMMEND THEM TO THE PARISH COUNCIL FOR APPROVAL

- **Corruption and Bribery policy**
- **Use of private e-mail policy**

Cllr Shaun Byrne produced an Anti-bribery and corruption policy for the Committee to consider.

This would be in addition to complying with the code of conduct. This policy pulls together all documents in relation to corruption in one place. It also deals with an e-mail policy in relation to freedom of information requests and data protection.

It was proposed that Councillors should have coldencommon-pc.gov.uk e-mail addresses. This is because in the event of a freedom of information request, the Clerk can access any information held by the Council and not have to access personal e-mail accounts or computers. This would have the added benefit of no redaction required.

It was agreed that the Clerk will edit sections 3.5 and 3.6 in relation to the internal and external audit requirements contained in the Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities¹

Subject to these changes, it was proposed to recommend to the Full Parish Council adoption of this policy, proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried

**P 33/20 TO DISCUSS THE RECENT SPATE OF NON-DWELLING
BURGLARIES IN THE VILLAGE AND RESOLVE ANY INITIATIVES
WHICH WARRANT FURTHER RESEARCH FOR FUTURE FORMAL
CONSIDERATION**

Cllr Bronk attended the meeting and was invited to speak regarding Winchester City Council and Neighbourhood services who act as a scrutiny committee for the purposes of Section 19 of the Police and Justice Act 2016 as the Councils Crime and Disorder Committee. They review and scrutinise the community safety partnership and receive an annual report as high-level oversight.

Cllr Bronk attended a meeting on the 11th of March and reviewed a paper which focused on domestic violence, drug misuse and quality of life. The latter is a catch all category.

Cllr Bronk used his attendance to challenge what was reported under quality of life, for example speeding. He challenged that Parish Councils are funding things such as speeding initiatives and private security. Lack of partnership and liaison between the two functions is apparent. Police and Communities together meetings have fallen by the wayside due to covid, but they could have been held virtually.

Compton Lock was not highlighted as an anti-social hotspot, although two dispersal orders were issued by the Police for Compton Lock. This is because Winchester City Council statistics are all taken by the online reporting, and therefore it is especially important that all anti-social behaviour is reported on the online tool.

¹ [JPAG \(nalc.gov.uk\)](http://nalc.gov.uk)

At the meeting Cllr Bronk highlighted the high levels of non-dwelling burglaries in Twyford, Colden Common and surrounding village and reported that people were disappointed that no visits were made to those who have reported thefts. The police representation stated even if something is disturbed, but items not stolen, it must be reported. Even if not followed up, the levels of reports do decide how resources are used and reports are reviewed daily.

Twyford Parish Council employ private rangers/wardens to attend Compton Lock during the summer to manage anti-social behaviour. They may be an opportunity for Colden Common to buddy up with a privately funded ranger/warden.

The following measures which the Parish Council considered in response to the recent high number of non-dwelling thefts where: -

- Vodaphone tracking devices.
- Private security via crowd funding
- Funding a PCSO
- Parish Council Community Support Officer

Cllr Veck joined the meeting.

The Committee resolved that at this time employing or crowd funding for private security what not supported at this time.

Vodaphone trackers for valuable bikes or motorbikes could be advertised as a useful tool, but the Parish Council does not support purchasing them.

PCSO funding does not guarantee increase presence in our Parish and this was not supported.

A Community Support Officer role was felt not an effective solution to deter non-dwelling burglaries. It was agreed to keep in mind this role as part of any long-term strategy or any review of the Parish Council structure.

Proposed by Cllr Maggie Hill, seconded by Cllr Crosthwaite and carried.

P34/20 TO CONSIDER DEVELOPING A PARISH COUNCIL EMERGENCY PLAN AND AGREE THE TYPE OF EMERGENCY AND THE HIGHEST RISKS TO PRIORITISE

Winchester City Council and Hampshire County Council are the authorities which will deal with major emergencies and disasters. The Parish Council will work with those authorities to support in anyway we can, using resources and buildings at this disposal.

It was agreed to add a section in our emergency plan which details issues in relation to

Identifying areas at risk of flooding and

- Steps to alleviate risk such as ditches and grips ownership.
- Emergency numbers for householders to obtain sandbags etc.

The Clerk to ask the Neighbourhood Watch coordinator for the list of the street co-ordinators so that they are held by the Parish Office in case of any emergency, and they can be contacted promptly to ask for support.

Proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried. Cllr Veck voted against.

If a localised long term power outage happens in the village, Cllr Loughran agreed that the Community Centre would look at developing plan to offer support if required.

P35/20 TO DISCUSS THE MERITS OF A COVID MEMORIAL IN THE VILLAGE, IF SUPPORTED CONSIDER WHAT FORM THIS SHOULD TAKE AND MAKE A RECOMMENDATION TO THE COUNCIL FOR SUPPORT IN PRINCIPLE FOR FURTHER RESEARCH.

Cllr Veck wanted the Council to consider a memorial as part of the grieving process and to recognise the amazing contribution and impact that lots of volunteers have had in supporting villagers during the pandemic. This was discussed.

Cllr Byrne was broadly in favour.

Cllr Alex Loughran felt that a village gathering later would be more appropriate rather than a permanent memorial.

Cllr Izard felt a local memorial was not appropriate at this time.

Cllr Crosthwaite and Cllr Hill thought it was too soon to consider a memorial.

It was felt that we should re-consider a memorial in 2022, proposed by Cllr Maggie Hill, seconded by Cllr Veck and carried.

It was unanimous that the community response and the performance of Twyford surgery had been amazing during this time. In recognition, it was agreed that the Parish Clerk will write to the surgery to thank them for their response to Covid and the vaccination roll out. The Clerk will also ask the viral kindness group for a list of volunteer supporters to write to.

P 36/20 TO RESOLVE TO CLOSE THE MEETING TO MEMBERS OF THE PUBLIC TO DISCUSS EMPLOYMENT CONTRACTS.
PROPOSED MOTION

- In view of confidential nature of the business to be discussed in relation to employment contract it is in the public interest that public and press be excluded from this part of the meeting under legislation contained in the Public Bodies (Admission to Meetings) Act 1960

No public were in attendance.

P 37/20 **TO DISCUSS REVIEW AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ANY CONTRACTUAL AND NON-CONTRACTUAL CHANGES TO REMUNERATION IN EMPLOYMENT CONTRACTS FROM 1ST APRIL 2021**

The Committee discussed the employment conditions for the Clerk, Assistant Clerk and the Caretaker and resolved to make recommendations to the Full Parish Council, the detail of which is confidential and is contained in a confidential note.