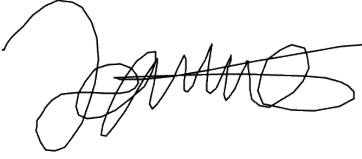


Dear Councillor,

I hereby summon you to attend a meeting of the **FULL PARISH COUNCIL** on Thursday 19th February 2026 at 7:30 PM, to be held at Gilbert Room, Twyford Parish Hall, SO21 1QY

Yours sincerely,



J.P. Matthews
Clerk to the Council

1 Chairman's Comments

2 Apologies for Absence

To receive and approve apologies for absence.

3 Dispensation under Section 33 of the Localism Act 2011

To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.

4 Declarations of Interest on agenda items

To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.

5 Approval of Minutes of previous meeting

To approve as a correct record and authorise the signing of the minutes of the Meeting of Twyford Parish Council held on 22nd January 2026.

6 Public Representation

Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

7 County Councillor's Report

To receive the County Councillor's report.

8 District Councillors' Report

To receive the District Councillors' report.

9 Clerk's Report

To receive the Clerk's report.

10

Committee Minutes

To receive the draft minutes from the following meetings and approve recommendations contained therein.

a) **Planning Committee (5th February 2026)**

- *No Recommendations*

b) **Finance Committee (5th February 2026)**

F25/25

1) *To create an Earmarked Reserve for the Berry Lane public access improvements project with a sum of £5,000*

2) *To create a revenue budget code to support activities of the Climate Advisory Committee with a sum of £1,000*

Both of these sums will be drawn from General Reserves.

c) **Recreation Committee (12th February 2026)**

R35/25

That a further 12-month licence for the operation of the coffee pod at Hunter Park be approved from 1st April 2026. Authority for future renewals be delegated to the Clerk, subject to satisfactory compliance with the terms of the licence, with any such renewals reported to the Committee.

R39/25

To approve the quotation of £2,640.00 from Southern Ground Care to carry out summer renovation works to the football pitch at Hunter Park.

11

Schedule of Payments

To receive and approve the Schedule of Payments for February 2026.

12

Bank Balances

To receive and note the bank balances as of 31st January 2026

13

Internal Auditor's Report

To receive and consider the Internal Auditor's Report for Q3

14

Annual Internal Audit Report and Governance Statement

To note details of the *Assertion 10* of the Annual Governance Statement which Parish Councils are required to confirm compliance with.

15

Planning Applications - For Consultation

To consider and make comments on the under mentioned planning applications received from the Director of Planning, South Downs National Park Authority.

SDNP/25/04975/HOUS

8 Churchfields Twyford Hampshire SO21 1NN

<https://links.twyfordhants.org.uk/4q9e8Xq>

(AMENDED PLANS 04.02.26) To replace a single storey rear element with a modernised open-plan single storey extension whilst reconfiguring the existing convoluted layout to accommodate an extension within an underutilised loft space.

16

Policy Reviews

To review and approve the CCTV Policy and Code of Practice

17

Parish Council

To consider the purchase of a display board engraved with previous Chairmen and Clerks of the Council.

18

Groundwater Levels and Flooding Preparedness

To receive a verbal update on Groundwater levels and the Bourne.

Advisory Committee Updates

To receive verbal updates from:

- Hazeley Road Development Area Advisory Committee.
- Parish Farm Advisory Committee.
- Traffic Solutions Advisory Committee.
- Climate Advisory Committee.

District Councillors Report for Twyford Parish Council

Date: February 19th, 2026

Councillors: Sue Cook 07884 111916 susancook@winchester.gov.uk and Liam Bailey-Morgan 07769 115363 lbailey-morgan@winchester.gov.uk

1. District Council News

1.1. May elections

The government has now confirmed that all elections in May will now go ahead as planned. For our area this means a full slate of Hampshire County Council elections and a third of Winchester City Council elections including one seat for Colden Common and Twyford.

1.2. Council to ask residents for views on future recycling

Winchester City Council is preparing for future changes in recycling and has released a survey asking for residents' views. The short survey will help the council understand residents' current knowledge about recycling and how much more they're likely to recycle in the future, when more options are available.

<https://www.winchester.gov.uk/news/2026/jan/council-to-ask-residents-for-views-on-future-recycling>

2. Local Issues supported by your Councillors

2.1. Waste food recycling

Waste food recycling bins continue to be delivered to residents across Twyford with the first collection taking place on Tuesday 3rd February with the final delivery expected to be 24th February. Residents can check when their first collection is by entering their postcode at this link [Waste collection days](#) that can be found on the *Food waste recycling collections* page of the WCC website.

It should be noted that the bins can be delivered up to 3 weeks before the first collection so if your first collection is Tuesday 3rd February you should only flag a missing bin if not received by Tuesday 27th January. You can do that via the Winchester City Council website: [Login - Your Winchester](#) or contact Cllrs Bailey-Morgan or Cook.

2.2. Reinstating the 61 bus service and opposing the 69 change of route.

The new local bus user campaign group **Back Our Buses** has now officially launched and has already had a press release published in both the online and print versions of the Hampshire Chronicle that both councillors started with: [Campaign group call on council to reinstate bus 61 service | Hampshire Chronicle](#). In addition to



raising awareness of the group, the article focuses on an important question that we have recently asked Hampshire County Council and this is will the new Local Authority Bus Grant (LABG) be allowed to subsidise socially necessary routes (like the old 61).

The group is now active on both Facebook and Instagram and have a fantastic new website that is worth checking out: <https://backourbuses.wixsite.com/backourbuses>

2.3. Twyford 10k trail run

Cllr Cook joined a number of local volunteers, both within and beyond the PTA, led by Becky Sarson in organising the 10km trail running event, with all proceeds going to Twyford St Mary's C of E School.

The event was a great success, selling out with over 300 runners and raising more than £4,000 for the school. It also attracted a large number of residents to Hunters Park to watch and support. Given its popularity, it is hoped the event will become an annual fixture.

2.4. Potholes and Flytipping

With the inclement weather we are seeing a spike in potholes across the county. In order to get the potholes in Twyford prioritised it is requested that parish councillors and residents report them as soon as they can to HCC. We are also seeing an increase in fly tipping which should be reported to Winchester City Council. See links below:

[Report a pothole | Transport and roads | Hampshire County Council](#)

[Fly-tipping - Winchester City Council](#)

2.5. Meeting with Mr Tunncliffe, headmaster of Twyford St Mary's C of E School

Cllrs Cook and Bailey-Morgan met with Mr Tunncliffe on Friday 13 February to discuss a range of issues relating to the school's engagement with climate change and the local environment, as well as some wider matters. Mr Tunncliffe spoke passionately about the school's involvement in environmental issues and expressed strong support for the climate survey initiative being promoted by the parish council's climate advisory group.

2.6. Southern Water drive round

On 17th February Cllrs Cook and Bailey-Morgan were given a tour of the Southern Water owned infrastructure in the area, primarily for Cllr Bailey-Morgan to have a better idea of how it operates. This included the pumping station at the bottom of Segars Lane, and a number of locations across Colden Common.

3. Upcoming events supported by your district councillors

3.1. Future energy landscapes workshop

The workshop that was originally planned for Tuesday 10th February was postponed by the lead facilitator due to an urgent family matter that week. It has been rearranged for **Tuesday 14th April**.

Annexes

Annex 1. List of important phone numbers

PLEASE MAKE A NOTE OF THESE TEL Numbers.
YOU Never Know when you might need them!!

NATIONAL HIGHWAYS 24/7

Reporting Line Traffic lights not working on Slip Roads.
Debris.
Litter
0300 123 5000

SOUTHERN WATER 24/7

This telephone Number is staffed at all times so please if you see a leak or water running when it shouldn't be PLEASE Report it IMMEDIATELY.
Please don't wait for someone else to Report the leak!
Always Act.
It's So Important for the Leaks to Be Reported.
IMPERATIVE
Please take the name of the Call Handler and the Ref Number.
0330 303 0368

M3 JUNCTION 9 IMPROVEMENTS

National Infrastructure Planning
Helpline 0303 444 5000
M3Junction9improvements@nationalhighways.co.uk

HAMPSHIRE HIGHWAYS HCC

0300 555 1388

HCC are encouraging residents to report on line.
Mon-Fri 08.30-17.00
Please If you encounter a Pot Hole or Crater or a dropped drain PLEASE report it.
Report a pothole | Transport and roads | Hampshire County Council
Can you get the ref number too please.
The reference Number will be emailed to you and you can then track the progress of the Report.

Fly tipping: [Fly-tipping - Winchester City Council](#)

OUT OF HOURS Call 101 Police

They have an out of Hours Number for Highways to Report all types of Incidents
From Accidents, Flooding, Trees on Carriaways.
The Police are extremely helpful and they call the out of hours immediantly.

To report a flooding or drainage problem

Hants.gov.uk OR Call them tel Number 0300 555 1388

WINCHESTER CITY OFFICES

Colebrook Street

01962 840222

Customer service@winchester.gov.uk

Mon-Thurs 08.30-17.00

Friday. 08.30-16.30

The Customer Service is still open the above hours but reception now closes at 15.00.

There is a phone where one can make contact in the Foyer.

The times are still the same currently.

IMPORTANT NUMBER ref Southampton Airport

Airport Noise and Flight Paths

Reporting Noise and or Any Concerns from Flights.

REF

Southampton Airport

Tel No 0344 4817777

24/7

Traffic Lights When Faulty

Important Update.

When Traffic Lights are not working correctly please call the Police 101 immediately.

Some traffic lights self diagnose apparently.

We personally do not have a list.

It's best to contact the Police as some lights Are HCC Highways and others are Nat Highways.

Best Option is to inform the Police and they will make the complaint.



Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- HCC Countryside - Access Team Newsletter
- WCC – Your Council News – 6th February 2026
- South Downs Planning News – Winter 2026
- Rural Payments Agency - RPA News January 2026

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) New style Register of Interest forms provided by WCC are available for completion.
- 3) The Annual Parish Assembly date has been confirmed as 15th April and booked with the Parish Hall.
- 4) Hazeley Road will be closed during the daytime for up to two weeks from 23rd February. This is to carry out electricity supply works in connection with the housing development. Southern Water will also be carrying out works on the same section of road between 17th and 30th March.
- 5) Hampshire County Council will be carrying jetting and unblocking heavily silted and root filled underground pipes between road gullies on 16th & 17th March at junction of Park Lane and High Street. Park Lane will be closed during the work.

Jamie Matthews
Parish Clerk
13th February 2026

Agenda Item 11

Schedule of Payments – February 2026

Recommendation: Council to **approve** the schedule of payments for February 2026

No.	Gross	Vat	Net	Details
273	210.00	0.00	210.00	Sarson Press - January/February 2026 Newsletter
275	1,130.00	0.00	1,130.00	Issac Newton - Replacement of steps at Hunter Park
277	12.00	0.00	12.00	Twyford Cricket Club - December cricket square maintenance.
278	50.00	0.00	50.00	1st Colden Common Guides - Refund of deposit
279	356.25	0.00	356.25	Lightatouch - Internal Audit Q1toQ3
289	143.22	23.87	119.35	Philspace Ltd - Toilet Hire
291	69.96	11.66	58.30	Amazon - PC cables/port sharer
294	11.25	0.00	11.25	Unity Trust Bank - Charges - January
296	3.00	0.00	3.00	Lloyds Bank (Card) - Monthly fee
282	2,325.60	387.60	1,938.00	Green Smile Ltd - Monthly maintenance
288	109.91	18.32	91.59	Octopus Energy -
281	473.00	78.83	394.17	Hampshire County Council - Wheelbarrows
280	50.00	0.00	50.00	Twyford St Mary's PTA - Deposit return
283	105.60	17.60	88.00	Geosphere Ltd - Annual Subscription Software
284	116.88	19.48	97.40	Viking - Stationery
285	2,810.12	0.00	2,810.12	Employee Salaries - February Salaries
286	24.99	4.17	20.82	Amazon - Electric fence tester
287	260.00	0.00	260.00	Winchester City Council - Dog bin emptying Q3
290	419.99	70.00	349.99	John Lewis - Replacement dekstop PC
292	36.00	6.00	30.00	Vodafone - Mobile Phones - Feb
293	30.78	5.13	25.65	Vodafone - Broadband and Telephone
295	313.00	0.00	313.00	Local Council Clerks (SLCC) - Annual subscription for Clerk
297	788.82	0.00	788.82	HCC Pensions - Pensions

Agenda Item 12



Twyford Parish Council

Full Council Meeting – 19th February 2026

Bank Balances as of 31st January 2026

Ordinary Accounts		Interest rate
Unity Trust C/A	£1,013.81	0.0%
Redwood No.2 (35 day)	£131,119.57	3.78%
Unity Trust (Instant Access)	£55,404.71	2.10%
Short Term Investment Accounts		Interest rate
Cambridge & Counties Bank No.1	£74,850.84	4.25%
Total	£262,388.93	



LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
[REDACTED]

20 January 2026

Parish Clerk
Twyford Parish Council
The Pavilion
Park Lane
Twyford
SO21 1QS

Dear Jamie

**Internal Audit Review:
Twyford Parish Council – covering April 2025 to December 2025**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2025-2026 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

Background

Twyford Council had income and expenditure of between £100,000 and £200,000 in 2024-2025 and is subject to a Limited Assurance review by the External Auditor, BDO. The Council had a clean audit from BDO the External Auditor 2024-2025.

We acknowledge the ongoing progress on the Hazeley Road Car Park project, as well as the efforts addressing flooding and drainage concerns. The Flood Mitigation Scheme is being managed collaboratively by several organizations. Hampshire County Council has completed repairs to its existing drain, Alfred Homes Ltd will handle pipe work across the frontage of the development site, and upstream

[REDACTED]

January 30, 2026

Page 2

works are designated to the Parish Council. The Parish Council successfully obtained funding for these works from Winchester City Council and the South Downs National Park Authority, following multiple grant applications. These are relatively large projects for the Council, and it would be prudent to ensure that risks associated with their delivery are regularly reviewed and managed as appropriate.

We have noted the earmarked reserves of £11,000 for the cricket net replacement at Hunters Park.

(Audit Note: We are pleased that the financial health of Parish Council is being checked by the Parish Clerk/Responsible Finance Officer in 2025-2026 but we remind the Parish Council of the importance of regular review to determine if the sums held remain sound, to ensure earmarked projects can be funded within current levels without put strain on the budget, or if further funding is required from Grants or an increase in the Precept)

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code Regulation 2015 and the ICO publication scheme.

The Council's accounting records are maintained on AdvantEdge software.

The first interim internal audit review was agreed with the Parish Clerk to be carried out remotely on 20 January 2026.

The Parish Clerk provided back-up information electronically in advance of the review and allowed view access to the AdvantEdge Software to be able to check financial management information including transactions posted to the cashbook and VAT reimbursement claims. The review covered the period April 2025 to December 2025 which supports the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and ICO publication scheme from the Council's website.

We have discussed with the Parish Clerk the need for the Parish Council to remain compliant with the requirements of new Assertion 10 on the Governance Statement 2025-2026 shown in paragraph 1.47 to 1.54 of the Practitioners Guide 2025. An IT and Email Policy will need to be produced and uploaded to the Parish Council website before the 31 March 2026.

National Association of Local Councils (NALC) has recently launched an Assertion 10 Hub on its website to provide Councils with a roadmap to navigate all the requirements needed to meet Assertion 10. **(Audit Note: We are currently awaiting for further confirmation from the National Association of Local Councils as to the requirements needed to publish all payment over £100.00 to comply the ICO Publication Scheme [template-parish-councils-20211029.doc](#).)**

We have sent a link to the Parish Clerk and recommended that this is checked to ensure all the requirements can be met.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the review.

During this review we checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Income and expenditure
- VAT claims
- Insurance
- Budgets and Reserves
- Payroll
- Transparency of the Council website

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on AdvantEdge Software which were up to date.
- The Clerk is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- Income received could be traced to the bank statements.
- All records were easy to follow.
- VAT claims are submitted to HMRC on a regular basis.
- The budgeting process is detailed and thoroughly monitored throughout the year.
- Bank reconciliations are carried out promptly each month and were accurate.
- The Council takes an active scrutiny role.
- The Insurance is appropriate for the size of the Council.
- Payments to HMRC for National Insurance and PAYE are made regularly

Recommendation

Policies

- The Parish Clerk should ensure that all policies and procedures are uploaded to the Parish Council website to ensure it remains compliant with the new Assertion 10 requirements including the Transparency Code Regulation 2015 and ICO publication scheme. **(Audit Note: We have supplied a copy of the relevant ICO publication scheme template so this can be checked and agreed to the current version used by the Parish Council).**

Reserves

- The Parish Council should continue to be mindful when budget and precept setting for 2026-2027 that this should not have a negative effect on Reserves.
- The Parish Council are reminded of the importance of regularly reviewing Reserves to determine if the sums held remain sound, and to confirm where earmarked reserves have not been used if these remain appropriate or can be returned to general reserves

Other matters to be brought to the Council's attention

- The financial risk assessment may need updating to reflect the current reserves position and budgetary requirements of the Parish Council for 2026-2027, particularly if assets transfers are received from Winchester City Council as part of Local Government Reorganisation in Hampshire. If high risks are shown these should be identified and action taken so the risks are reduced.
- The Council has provided evidence of the posting date for the Exercise of Public Rights in 2025 so they can tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2025-2026 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2025-2026.
- We note that the risk assessment for 2025-2026 will need to be approved at a full Parish Council meeting by 31 March 2026. Once completed we will be satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2025-2026 to comply with the requirements for the External Auditor. We will tick "Yes" to Control Objective C on the Annual Internal Audit Report 2024-2025.
- The Parish Clerk will need to ensure that the Asset Register is kept up to date to record the value of new purchases. This will ensure that the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor. The Asset Register should be reviewed and approved by the full Parish Council before the 31 March 2026.
- The Parish Council is reminded to check with their website provider the changes necessary to adhere to the requirements set out in the website accessibility rules which are covered by Assertion 10. The Parish Council website should now meet the new WCAG 2.2 AA standard for website accessibility. *(The Parish Clerk will confirm this with the website provider).*
- The External Auditor continues to remind Councils that it is best practice that Authorities should review and approve each financial year:
 - the appointment or continuing appointment of the Internal Auditor.
 - that the Internal Auditor is independent of the Council.
 - the effectiveness of the Internal Audit.

(Audit Note: We have already informed the Parish Clerk will need to appoint a new internal auditor for 2026-2027. We further recommend meeting the best practice requirements recorded in the Practitioners Guide 2025 the Parish Council should continue approving and recording these details in the Minutes of the full Town Council).

We also remind the Parish Council that:

- any CiL or S106 monies not used in the financial year should be recorded in Earmarked Reserves.
- the Insurance renewal details should be reviewed and recorded in your minutes of the Council or Committee in each financial year, even if you are locked in a three-year agreement.

Conclusion

Based on the tests we have carried out at this interim internal audit review, in our view, the internal control procedures in operation are adequate to meet the needs of Twyford Parish Council except where we have made recommendations in this report. We have made this recommendation to strengthen the existing internal controls to protect the financial security of the Parish Council for future years.

January 30, 2026

Page 5

Next visit

The final internal audit review has been arranged to be carried out remotely for **Thursday 30 April 2026**.

At this review detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash.
- Investments
- Risk Assessment
- Income and Expenditure
- Reserves
- Asset Register
- VAT claims
- Transparency Code Regulation 2015 and ICO Publication Scheme
- Assertion 10
- Budget 2026-2027
- Preparation for End of Year Procedures

Next Steps

This report should be noted and taken to the next meeting of the full Parish Council.
They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT, AATQB
Internal auditor



Item 14

Twyford Parish Council

Full Council 19th February 2026

Annual Governance Statement

Recommendation: To note the report

Background

Assertion 10 was added to proper practices for smaller authorities in 2025 to bring digital and data management to the fore in an ever-changing digital world. Proper practices can be found in the Practitioners' Guide and are mandatory for smaller authorities. Assertion 10 will appear in Section 1 of the Annual Governance and Accountability Return (AGAR) for the first time in 2025/26.

Meeting Assertion 10 requirements

To warrant a positive response to Assertion 10, the authority needs to have taken the following actions:

Email management

1.47 Email management — Every authority must have a generic email account hosted on an authority owned domain, for example *clerk@abcparishcouncil.gov.uk* or *clerk@abcparishcouncil.org.uk* rather than *abcparishclerk@gmail.com* or *abcparishclerk@outlook.com*.

Website accessibility

1.48 — All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 — All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

Freedom of Information and transparency

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).

Parish, town and community councils are required under the Freedom of Information Act 2000 to adopt and maintain an approved publication scheme. Councils should adopt the ICO's Model Publication Scheme and make it available to the public. The ICO also provides guide-to-information templates tailored for parish, town and community councils, which complement, but don't replace the scheme. In practice, councils should have both.

Data Protection and GDPR

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

IT Policy

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Jamie Matthews
Parish Clerk
13th February 2025



Twyford Parish Council

Twyford Parish Council

CCTV Policy and Code of Practice

Adopted: 22nd February 2024

Next Review: February 2026

Introduction

Closed circuit television (CCTV) is installed at the Council premises at Hunter Park for the purpose of staff, public and premises security. Cameras are located at various places, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

Data Protection Statement

1. Twyford Parish Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, public and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External signage is displayed on the premises stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

Retention of Images

Images from cameras are recorded a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, public and premises, will not be retained for longer than is necessary this being twenty one days.

The system may have an automatic power backup facility which may operate in the event of a main supply power failure.

Access to Images

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Access to Images by Council Staff

Access to recorded images is restricted to the Data Controllers, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

Removal of Images for Use in Legal Proceedings

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

Access to Images by Third Parties

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

Disclosure of Images to the Media

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

Access for Data Subjects

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1). The requester needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

Procedures for Dealing with an Access Request

All requests for access by Data Subjects will be dealt with by the Town Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within 30 days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

Complaints

Complaints must be in writing and addressed to the Parish Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1

Data Protection Act/General Data Protection Regulation

-Application for CCTV Data Access

All Sections must be fully completed. Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" -i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature
If it is not possible to obtain the signature of the data subject, please state your reasons	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full Description of the individual or alternatively , attach to this application a range of photographs to enable the data subject to be identified by the operator.	
Please indicate whether you (the applicant) will be satisfied by viewing the image only.	

On receipt of a fully completed application a response will be provided as soon as possible and in any event within 30 days.

Council Use Only	Council Use Only
Access granted:	
Access not granted:	Reason for not granting access:
Data Controller's name:	
Signature:	
Date:	

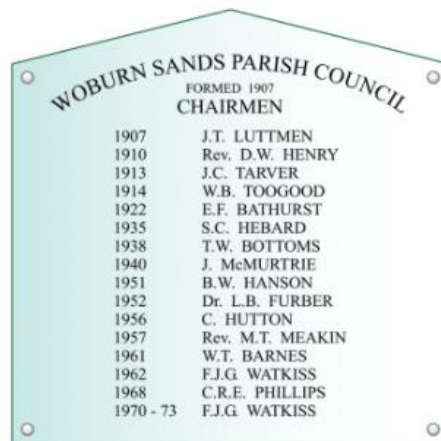


Item 17 Twyford Parish Council

Full Council 19TH February 2026

Background

The Twyford Parish Council was formed in 1896. Unlike many councils there is no formal recording of the previous Chairmen and Clerks of the Council and members are asked to consider whether the Council wishes to purchase a display board to create a permanent display of these appointments.



Jamie Matthews
Parish Clerk
13th February 2026