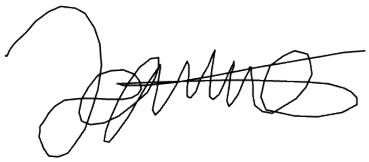
TWYFORD PARISH COUNCIL
12th June 2026

Dear Councillor,

I hereby summon you to attend a meeting of the **FULL PARISH COUNCIL** on Thursday 18th June 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 Annual Meeting of Twyford Parish Council held on 21st May 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 (7th May 2026)

- No Recommendations

11 **Schedule of Payments**

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

12 **Bank Balances**

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

13 **Schedule of Regular Payments**

To receive and approve the Schedule of Regular Payments

14 **Grant Applications**

To receive and consider a grant application from Twyford Community Centre.

15 **Parish Farm**

To receive and consider a report on expenditure related to groundworks.

16 **Hunter Park**

To consider requests from two hirers for one off discounted bookings at Hunter Park (reported attached)

17 **Speedwatch Automatic Cameras**

To consider a report on the annual renewal for the Autospeedwatch devices, Speed Indicator Devices and traffic counts.

18 **Planning Policy Matters**

To consider submitting a response to the Regulation 19 consultation on the review of the South Downs Local Plan.

www.southdowns.gov.uk/planning-policy/new-south-downs-local-plan/

19 **Code of Conduct**

To approve the Code of Conduct

20 **Working Group Updates**

To receive verbal updates from:

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

21 **Community Matters**

To receive and note verbal updates from members on general matters of community interest.

District Councillors Report for Twyford Parish Council

Date: 17th June, 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. Please see Annex 2 for updates on applying for CIL funding, domestic abuse support, AI workshops for small businesses, identifying EV charging locations, armed forces day and a youth options survey.

2. Local Issues supported by your Councillors

2.1. Forestry England land purchase and cycle and equestrian access

Cllrs Bailey-Morgan, Cook and HCC Cllr Williams drafted a joint letter to Forestry England requesting that bridleway access be granted across the site so that cyclists and horse riders could reach Watley Lane from Colden Common recreation ground. All three councillors also attended the drop in event held in Colden Common where Forestry England presented their initial plans. Alongside a significant number of members of the community the councillors expressed their disappointment that Forestry England had not included this access in their initial plans. They have decided to follow up by drafting a second letter to Forestry England asking them to take on board the feedback received during the consultation and update their plans accordingly.

2.2. Central Winchester regeneration

Cllrs Cook and Bailey-Morgan attended the Central Winchester regeneration drop in event held in Colden Common on 16th June, alongside a number of campaign leaders from Back Our Buses who had some concerns about the removal of the bus station, which would be replaced by a road network of bus stops along the one way system. The drop in event helped residents (and councillors) learn about plans for phases 1 & 2 of the site, view artists' impressions and speak to the project team about the designs.

Annexes

Annex 1. List of important phone numbers and contact details

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

SEWAGE IN THE RIVER
Southern Water on 0800 952 1001 or at this link:

https://www.southernwater.co.uk/help.../report-a-pollution/

The Environment Agency via their 24-hour incident hotline: 0800 80 70 60, or online: https://www.gov.uk/report-environmental-problem

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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 immediantly.
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.

Annex 2. WCC updates

COMMUNITY FUNDING - APPLY NOW

Our Community Infrastructure Levy (CIL), which is all about providing funding to community organisations to help them deliver community-led schemes in the district, is now open for applications.

Through CIL, grants of between £10,000 and £200,000 are available, and the funding can either be used to cover the full cost of a project, or be combined with funding from other sources.

A wide range of community projects can be funded through the grants - including education and healthcare facilities, carbon reduction schemes, open space provision and active travel infrastructure. Head over to our website to learn more about the funding and apply!

Apply for CIL - Winchester City Council

DOMESTIC ABUSE SUPPORT

During major sporting events, emotions can run high and, for some, alcohol use and heightened tensions can increase the risk of domestic abuse - for example reports of domestic abuse rise by around 25% during major football tournaments.

If you, or someone you know, is experiencing a domestic abuse situation, you can contact the **Hampshire Domestic Abuse Partnership** Advice Line on 03300 165 112.

There's also an **online chat function** available over on the Stop Domestic Abuse webste. If you're in an emergency, please always call 999.
You can find more information and guidance around domestic abuse **over on our website**.

AI WORKSHOPS FOR DISTRICT BUSINESSES

We've lined up some more free AI training opportunities for businesses in June and July, offering practical guidance, expert insight and hands-on experience with emerging AI tools:

- Wednesday 17 June - AI Use-Case Workshop
- Wednesday 1 July - AI Business Clinic

If you'd like to find out more about which session would be most suitable and sign up, please get in touch with our WCC Sector Project Officer Emily by emailing **ecodev@winchester.gov.uk**.

HELP IDENTIFY NEW EV CHARGING LOCATIONS

Hampshire County Council is asking residents across the county to comment on where they would like to see public on-street electric vehicle charging facilities installed.

They are collecting this data to help identify where the demand is greatest for further roll out of their public EV charging infrastructure.

Electric Vehicle Chargepoint Request Survey

Complete the survey

ARMED FORCES DAY NATIONAL EVENT 2026

The Armed Forces Day National Event 2026 is taking place on Saturday 27 and Sunday 28 June at Queens Parade, Queens Avenue in Aldershot.

The event celebrates over 170 years of military heritage with displays, museum activities and ceremonial traditions.

Armed Forces Day National Event 2026 - Saturday 27 June - Buy tickets

YOUTH OPTIONS SURVEY

Youth Options have launched their annual Youth Survey - they want to know what's really important to young people in our area.

If you're aged under 25 please do complete this short survey - or if you have young people at home do encourage them to take part.

The Survey helps shape future projects at Youth Options and is a great way for young people to let decision makers know what they think.

Youth Options - Youth Survey 2026

Agenda Item 9

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 June 2026
- WCC – Your Council News – 12th June 2026
- Your Hampshire – HCC – 5th June 2026
- South Downs News – June 2026
- Winchester City Council – Community Governance Review

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) The Notice of Public Rights was published on 2nd June and AGAR documents also displayed on noticeboards and submitted to the External Auditor.
3) The painted line speed roundels and dragons' teeth on Hazeley Road have been repainted having brought their previous condition to the attention of HCC.
4) On 11th June, I attended the HALC day conference on Local Government Reorganisation.
5) Hazeley Road will have temporary traffic lights in operation outside of the housing development for up to 3 weeks from 22nd June.
6) Following a recent enquiry regarding the design of a 'gateways' for Norris Bridge, I have been provided with the appropriate application forms which need to be submitted along with a £850 scoping fee, in order to take a design forward.
7) I have circulated to members, by email, an update on removing the requirement for councillor's home addresses to be published in Register of Interests.
8) A Thank You letter has been received from Life Education Wessex & Thames Valley for the S137 grant towards workshops at Twyford St. Mary's school.

Jamie Matthews
Parish Clerk
12th June 2026

Agenda Item 11

Schedule of Payments – June 2026

Recommendation: Council to approve the schedule of payments for June 2026

No.	Gross	Vat	Net	Details
260073	262.00	0.00	262.00	Wyatt Electrical - 2 x thermostatic controlled tube heater
260074	102.00	0.00	102.00	Wyatt Electrical - May caretaking
260075	86.52	14.42	72.10	Hampshire County Council - Cleaning Supplies
260076	410.00	0.00	410.00	Life Education Wessex & Thames Valley - S137 grant
260077	2,750.00	0.00	2,750.00	Pretty Fencing - 50% for replacement of Northfields fence
260078	595.00	0.00	595.00	Arbor-Eco Consultancy - Visual Tree Inspection all sites
260009	69.00	0.00	69.00	Winchester City Council - Business Rates - June
260079	114.00	19.00	95.00	Elite Playground Inspections - Quarterly play area inspections
260080	143.22	23.87	119.35	Philspace - Toilet Hire
260084	13.35	0.64	12.71	Octopus Energy - Field Electricity
260081	631.50	0.00	631.50	Public Work Loan Board - PWLB Loan Repayment
260082	42.09	7.01	35.08	Business Stream - Water Supply - Field
260083	2,413.98	402.33	2,011.65	Green Smile Ltd - Monthly Grounds Maintenance
260086	910.44	0.00	910.44	HMRC - PAYE and NI Contributions
260090	111.35	18.56	92.79	Octopus Energy - Electricity - Pavilion
260091	3.00	0.00	3.00	Lloyds Bank (Card) - Monthly fee
260085	2,903.98	0.00	2,903.98	Employee Salaries - June Salaries
260087	763.86	0.00	763.86	HCC Pensions - Pensions
260088	33.02	5.50	27.52	Vodafone - Telephone and Broadband
260089	36.00	6.00	30.00	Vodafone - Mobile Phones - June
260092	14.80	0.00	14.80	Unity Bank Charges
260093	84.50	14.08	70.42	Business Stream – Water Pavilion

Agenda Item 12

Twyford Parish Council

Full Council Meeting – 18th June 2026

Bank Balances as of 31st May 2026

Ordinary Accounts		Interest rate
Unity Trust C/A	£1,542.35	0.0%
Redwood No.2 (35 day)	£157,663.99	3.45%
Unity Trust (Instant Access)	£97,476.16	1.95%

Short Term Investment Accounts		Interest rate
Cambridge & Counties Bank No.4	£106,437.06	4.00%

Total	£363,119.56

Twyford Parish Council

June 2026

List of Regular Payments

Payee	Detail	Frequency
Direct Debits		
PWLB	Loan repayment	6 monthly
Octopus Energy	Electricity to Pavilion	Monthly
Octopus Energy	Electricity to Field	Monthly
Vodafone	Broadband line HP	Monthly
Vodafone	Clerk & Asst Clerk mobiles	Monthly
ICO Data Protection	Annual data protection fee	Annual
Lloyds Bank	Commercial Credit Card repayments	Monthly
Unity Bank	Bank Charges	Monthly
Standing Order		
Employee Salaries	Salaries	Monthly
Winchester City Council	Business Rates	Monthly
BACS payments		
Employee Salaries	Salaries	Monthly
Employee & Councillor Expenses	Mileage	Monthly
HMRC	PAYE and NI	Monthly
HCC pensions	Staff Pensions	Monthly
Green Smile Ltd	Groundsman Northfields and Hunter Park	Monthly
Twyford Cricket Club	Cricket square maintenance	Monthly
WCC	Dog poo bin collection	Quarterly
Wyatt Electrical	Caretaker for pavilion	Monthly
HCC	Street Lighting	6 monthly
Individual hirers	Return of deposits for sports and pavilion hire	
HALC	Membership to HALC & NALC	Annual
SLCC	Membership to SLCC	Annual
Parish Online	Subscription mapping tool & website/email	Annual
AdvantEdge	Accounts & Admin package and IT support	Annual
Twyford Parish Hall	Hire of hall for meetings	Monthly
Microsoft	365 accounts and email for staff and councillors	Annual
Elite Playground Inspections	Quarterly operational inspections	Quarterly
Business Stream	Water to Pavilion	Quarterly
Business Stream	Water to Field	Quarterly
Business Stream	Water to Allotment	Quarterly

RECEIVED
15 JUN 2026

Twyford Parish Council

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	Twyford Community Centre CIC Ltd
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	[redacted] Chair Twyford Community Centre Queen Street Twyford SO21 1QG *Email:twyfordcommunitycentre@gmail.com*
3	If the Applicant is a registered charity please state its number	
4	Amount of grant requested	£504.00 (or any amount towards this)
5.	What is the purpose or project for which the grant is requested?	The Twyford Community Centre have some emergency repairs to undertake on the building, where we have brickwork dropping over a window that doesn't appear to have a lintel. We have had an estimate of £504.00 to install a lintel and rebuild the brickwork that has been damaged *Please use an additional sheet if necessary*
6	When would the expenditure to be met by the grant be incurred?	Within the next two months

7	If the total cost of the project is more than the grant, how will the balance be financed?	From reserves
8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	No
9	Who will benefit from the project and how?	All users of the Community Centre as we aim to maintain this village asset
10	Approximately how many of those who will benefit are parishioners of Twyford?	All villagers from Twyford and the surrounding areas

You may use a separate sheet of paper to submit any additional or other information that you feel necessary support this application.

Signed……[redacted]……Date…10/6/26

Please print your name:……[redacted]……

Please send your completed application form and supporting information in hard copy to:

The Clerk, Twyford Parish Council,

The Pavilion, Park Lane, Twyford SO21 1QS

Or email: clerk@twyfordhants.org.uk

Agenda Item 15

Twyford Parish Council

Full Council 18th June 2026

Parish Farm Groundworks

Background

The Parish Farm has a long outstanding project to install a memorial bench for which the Council received a Legacy payment which is in Earmarked Reserves.

The project scope was rather more complex than a simple bench installation. Once a suitable location, rather than being located within the managed meadows, adjacent to the lock was identified and design was put together which involved bringing chalk to build up a plinth on which to place the benches.

A single quote has been obtained from a local company, Greenjack Countryside Services who are experienced in groundworks in conservation and SSSI areas. Their quote provides for carefully transporting the necessary tonnage of chalk to the lock site from Hockley Cottages and ensure damage is avoided the recently reconstructed bridge in the water meadows and then supply and install 2 benches constructed from Oak. The total cost of this work is £7,199.

The Parish Farm Committee has no meeting scheduled in the very near future and therefore, the Chairman has circulated the proposal amongst its committee members and is brining the matter directly to Full Council for determination.

Financial Considerations

Financial Regulations require 3 fixed price quotes for contracts greater than £5,000, although this requirement can waived by Council in certain circumstances which must be recorded in the decision of Council.

There is £4,550 in earmarked reserves which can only be used on this Legacy project. The remaining £2,649 can be accommodate with the Parish Farm revenue budget.

Jamie Matthews
Parish Clerk
15th June 2026

Item 16

Twyford Parish Council

Correspondence

Correspondence has been received from two, unrelated, hirers requesting discounted hires at the Park. These requests are referred to Full Council to consider and determine

Hire 1

The Parish Hall have asked whether Twyford Playgroup can use the Hunter Park, with access to the pavilion, on the afternoons of 8th and 9th July and for the charges to be waived. The Hall trustees are providing facilities to Twyford St. Mary's School on these days of the Year 6 Leavers production.

Hire 2

One of the home team regular football hirers has requested an out-of-season event comprising two charity football matches on 23rd August, raising funds for Cancer Research. They would normally be charged the Regular User fee of £82.52 per session, thus £165.04 in total, and are asking if consideration could be given to a reduced fee.
They have also requested use of the summer car park overflow area normally only used by Twyford Cricket Club.

Agenda Item 17

Twyford Parish Council

Full Council 18th June 2026

Autospeedwatch – Annual Renewal

Recommendation: That Council approve the renewal of the support and data subscriptions for the two Autospeedwatch devices at £179 each.

Background

Two Autospeedwatch devices were installed in village location in July 2024. The initial cost included one year's support & data.

Members are asked to consider the renewal of the annual data and support fees at £179 each, for which there is adequate budget available. In the event of a device becoming deregistered then a fee of £94 will apply to re-register the device in addition to any annual fees.

Whilst currently the data will not be processed directly by Hampshire Police, there have recently been changes where anonymised data will be accepted for the purposes of helping identify hotspots.

The Council may also wish to consider reconfiguring the two units to record average speeds within a defined zone in order to acquire further data on individual vehicle speeds.

Jamie Matthews
Parish Clerk
12th June 2026

TWYFORD PARISH COUNCIL

CODE OF CONDUCT FOR MEMBERS

June 2026

Introduction

Twyford Parish Council is committed to upholding the highest standards of conduct among its councillors. To reinforce this commitment, the council is adopting the Local Government Association's (LGA) Model Code of Conduct.

This model provides a robust framework designed to promote accountability, transparency, and integrity in public office. By adopting this code, Twyford Parish Council aims to ensure that councillors act lawfully, fairly, and with respect, which will foster public trust and maintain the integrity of the council's operations.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local

government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

The general conduct guidance follows below:

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:
    - a. given to me in confidence by anyone
    - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
        - i. I have received the consent of a person authorised to give it;
        - ii. I am required by law to do so;
        - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

- iv. the disclosure is:
    - 1. reasonable and in the public interest; and
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

9. Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant
Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer
agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate
and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which *directly relates* to your financial interest

or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above*) affects* the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act

2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interest

You must register as an Other Registerable Interest :
a) any unpaid directorships
b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
c) any body
(i) exercising functions of a public nature
(ii) directed to charitable purposes or
(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code. The recommendations cover:

Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies

- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests)
- Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable

Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.
Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.