

Church Fenton Parish Council

Minutes of the Extra Ordinary Meeting

Minutes of the Extraordinary Meeting of Church Fenton Parish Council held on Wednesday 20 January 2021 as a Virtual remote meeting (due to Covid19 govt lockdown restrictions).

In attendance: Cllr Sam Charlston (Chair), Cllr Sarah Chester, Cllr Ross Higham, Cllr Andrew Mason, Cllr Michelle Seguss. Georgina Ashton, Clerk. In addition 7 members of the public.

Meeting started at 8.02pm.

111. To note Apologies and Approve Reasons for Absence

None.

112. Policy

a) To note the Clerk's report regarding the Parish Code of Conduct adopted by all Council members

Statement to Council meeting

To provide some context to this statement, the Clerk wishes to minute that there has been inappropriate use of email communication from a Councillor who has sent persistent emails over the past 12 days for requests/demands for a witness statement. This is clearly not a council matter and the Clerk asks the Councillor to desist from this behaviour and use private contact information for this issue. In addition, the Clerk wishes to note that one of these inappropriate emails has been copied/blind copied to a resident who has then responded with the "reply all function".

I would like to remind Council (again) of their responsibility to familiarise themselves with the Professional Parish Code of Conduct (adopted 20th July 2012). I have my concerns that an individual is not adhering to this Code which you agree to abide by when signing your Declaration of Acceptance of Office; and declared that you would "duly and faithfully fulfil the duties of it according to the best of my judgement and ability". Having spoken at length with Alison Hartley, Monitoring Officer at SDC, and taken advice from NALC, YLCA and SLCC, I have been advised to minute and express my concerns publicly over the tone, nature and behaviours on email, social media and in public from a Councillor; including towards members of the public. May I inform you that your council email accounts can be subject to a SARs/FOI request under the Freedom of Information Act (2000).

I take this opportunity to remind you that you now have a council email address which you should use for all Parish Council business including any external groups which you sit on and represent the Parish Council. As a member of public office, you should abide by the 7 Nolan Principles. In summary, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour. These poor behaviours must improve and any breach in the Parish Code of Conduct is subject to an investigation by the Monitoring Officer at District Council level.

If you feel that there has been a breach in the Parish Code of Conduct, whether you are a member of the public or a member of Public Office, please discuss this with the Clerk in the first instance or alternatively report your concerns to the Monitoring Officer which I can provide the contact details for you. If you can all heed this advice, whether it be to improve your own behaviours or report that of others, we will have to the wider public, the reputation which Church Fenton Parish Council truly deserves for all the fantastic work which has gone on before and which I very much would like to be a part of.

b) To consider the updated policy on GDPR/Privacy Notice

Resolution: To ratify and adopt the Privacy Notice for Church Fenton Parish Council.

c) To consider the ratification of the Security Incident/Data Protection Policy

Discussion around contacting the ICO in the first instance. Clerk to add a line under the Incident Response Plan (1) on page 1 to reflect consultation and request for advice from YLCA and NALC in the first instance.

Resolution: To ratify and adopt the Security Incident Policy and Data Protection Policy.

d) To consider the ratification of the Email Communication Policy

Resolution: To ratify and adopt the Email Communication Policy.

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e) To consider the adoption of a “confidentiality statement” to be attached to all council members/employee emails as part of the email signature.

Resolution: To ratify and adopt the Confidentiality Statement as part of an email signature. Clerk to provide a “how to guide” for changing email signature asap. All Council members to adopt the new email signature within 1 week of the meeting and by Friday 29th January 2021.

113. To confirm Date and time of next meeting – Thursday 18 February 2021 at 7:30pm, venue TBC

Meeting closed at 8.41pm.

DRAFT