



FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

Clerk to the Council: Kay English

Email: clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk

MINUTES of the FRATING PARISH ANNUAL PARISH COUNCIL MEETING held at the Memorial Hall on Monday 6th July 2026 at 19:30hrs.

Present: Cllr Terry Cuthbert
Cllr Terri Philp
Cllr Chris Walpole
Kay English, Clerk to the Council

There were two members of the public present.

07.26.46 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Paula Bland, Cllr Sally Potter and Cllr Brian Winter.

07.26.47 DISCLOSURE OF INTERESTS

It was **RESOLVED**: That members would raise relevant disclosures of interest at applicable agenda item.

07.26.48 PUBLIC QUESTIONS

Q.1 The ongoing building works behind Pennyfields Estate was discussed.

Response: There was no further update noting that planning permission for internal refurbishment was not required. To obtain clearer information, it was suggested that a direct personal enquiry be made to establish the current position.

Q.2 The Chairman of Neighbourhood Watch highlighted the availability of bin-mounted signage to increase awareness of the scheme, noting that additional copies had been produced for wider distribution.

Response: FPC confirmed its support for the initiative.

07.26.49 MINUTES

Members RECEIVED and CONSIDERED the draft Minutes of the Frating Parish Council meeting held on 1st June 2026.

It was **RESOLVED**: That the Minutes of the meeting held on Monday 1st June 2026 be **APPROVED** and signed by the Chairman.

07.26.50 MATTERS PENDING

Members RECEIVED and CONSIDERED a list of Parish Council's current outstanding actions as outlined in Appendix B.

It was **RESOLVED**: That the Matters Pending be **NOTED**.

07.26.51 REPRESENTATIVES REPORTS

i. Cllr Pat Murray (Tendring Rural West Division) asked whether an action list could be provided in advance of meetings to enable ECC matters to be progressed more efficiently. He confirmed that all parish meetings were now diarised, though group meetings held on Monday evenings may limit his ability to attend every meeting.

Cllr Murray confirmed that he was working with Cllr Guglielmi on various outstanding issues. Pothole repairs and road-surfacing works had been undertaken in parts of Frating with an emphasis on avoiding patching work in favour of full-surface repairs designed to last four to five years. Concerns were raised regarding workmanship of resurfacing in Bentley Road, where drains sit lower than the finished surface; Cllr Mark Webster had been notified. Due to the accelerated pace of works, it was thought that some elements were being overlooked. Pothole repairs should be reported via the online ECC portal. A significant pothole near the traffic lights/public house was noted and Cllr Murray undertook to photograph it and report accordingly.

Cllr Murray left the meeting at 7.50 pm.

ii. Cllr Keteca representative for The Bentleys & Frating Ward not in attendance.

iii. FPC Representative's Report:

Permissive footpaths: recent clearance works had been completed and were positively received by both residents and visitors.

Great Bentley Carnival: Cllr Walpole reported that the event was scaled back with recent heatwave and high temperatures being a consideration. Despite the shorter route, the carnival remained successful and continued to benefit the wider area, including Frating.

It was **RESOLVED**: That the representatives reports be **NOTED**.

07.26.52 CHAIRPERSON'S REPORT

i. Cllr Mark Webster responded to FPC's concerns on various highway matters. In summary: Holly Farm, Main Road, Frating: applications 24/01661/VOC and 25/00485/FUL proposed five and three dwellings respectively served by a shared private drive. This scale of development did not meet the threshold for a dedicated right-turn lane though the existing centre hatching would remain. Guidance required a ghosted right-turn lane only where access points generated more than 300 two-way daily vehicle movements; eight dwellings fell below this level with Main Road functioning as the major road and the private drive as the minor road.

There was a fault with one of the vehicle detectors on the A133 causing extended green signal times even during quieter periods. Repairs were delayed because the detector's access chamber had been contaminated with sewage. The Environment Agency had since resolved the contamination and arrangements for repairing the detector were underway with completion expected within the next 2–3 weeks.

ECC was in the process of updating the Essex Safer Speed Strategy ¹ which was limiting taxpayer-funded speed limit changes until the new strategy was adopted. Changes would still proceed where recommended through road safety audits linked to wider highway improvements, new developments, or the casualty reduction programme.

¹ [Essex Safer Speeds Strategy - Essex County Council - Citizen Space](#)

Consultation on the draft Safer Speeds Strategy had recently concluded with ECC officers reviewing feedback before determining next steps. Further updates would be provided once decisions had been made.

It was **RESOLVED**: That the Chairman's Report be **NOTED**

07.26.53 CLERK'S REPORT

The Clerk reported that she had worked an additional 4 hours in June 2026 due to CiLCA training, risk assessment/policy preparation.

It was **RESOLVED**: That additional hours of working be **APPROVED**.

07.26.54 PLANNING & ENVIRONMENT

i. Planning Applications Received:

None.

ii. Planning Decisions:

<u>26/00566/FULHH</u> Refusal - Full 10.06.2026 <i>Delegated Decision</i>	<i>Planning Application - Erection of detached garage to front and extension of rear annex building.</i>	<i>3 Frating Hill Frating Colchester Essex CO7 7DG</i>
<u>26/00620/ROC</u> Approval - Full 04.06.2026 <i>Delegated Decision</i>	<i>Application under Section 73 of the Town and Country Planning Act for Removal of Condition 9 (A133 Ghosted Right Turn Lane) of application 25/00485/FUL.</i>	<i>Holly Farm (rear) Main Road Frating Colchester Essex CO7 7DJ</i>
<u>26/00628/ROC</u> Approval - Full 04.06.2026 <i>Delegated Decision</i>	<i>Application under Section 73 of the Town and Country Planning Act for Removal of Condition 8 (Compliance: A133 ghosted right turn lane) of application 24/01661/VOC as condition is not required.</i>	<i>Holly Farm (front) Main Road Frating Colchester Essex CO7 7DJ</i>

iii. Planning Appeals: **None received**.

It was **RESOLVED**: That the planning applications, received and determined and appeals be **NOTED**.

iv. Local Plan Update: The Chairman attended the Local Plan meeting held in Clacton. The Plan had been accepted as initially proposed including the Hare Green development, which was now set at 1,450 dwellings. This scale of development would require significant changes to supporting infrastructure. A further opportunity to comment would be available later in the year.

v. Tarchon Interconnector Project: Details of the Public Consultation was outlined in Appendix C; the project would bring electricity into the connection point before transmission to Germany.

vi. Five Estuaries Project Update: The offshore element feeding into the substation had now received consent for construction including associated pylons. The environmental impact was expected to be considerable. The project had been in planning for seven years and concerns remained, including lorry movements on Little Bromley Road. Some objections were still ongoing.

vii. Lufkins Farm Reservoirs Update: Cllrs Cuthbert, Philp and Potter attended a site visit. The project, ongoing since 2008, had now completed its first reservoir. Planning permission had been granted for the second reservoir and the batching plant. There was no planning permission for the concrete processing plant, although this was subject only to procedural matters. Once completed, the site was expected to operate cleanly and may allow public access, although it would remain private land. Lorry movements were anticipated to increase traffic at the traffic lights with some developer funding already received for upgrading the lights, but it was proposed that ECC should seek further funding.

viii. Alresford Viaduct Signage Update: The signage was in the design stage with no explanation provided for the prolonged delay. The matter was raised with Cllr Mark Webster.

It was **RESOLVED**: That the updates on the projects and Alresford Via Duct be **NOTED**.

07.26.55 FINANCE

i. Schedule of Payments and Receipts Appendix D

It was **RESOLVED**: That the Schedule of payments and receipts be **APPROVED**.

ii. Invoices presented for payment by the Clerk circulated prior to the meeting

It was **RESOLVED**: That the payments as presented by the Clerk be **APPROVED**.

iii. Payments for August 2026

It was **RESOLVED**: That approval for August payments would be undertaken at an Extraordinary Meeting of the Council, which would be held on 3rd August 2026 (refer minute 07.26.57).

07.26.56 GOVERNANCE

i. Policy Review

It was **RESOLVED**: That the policies outlined in Appendix E be **APPROVED**.

ii. Risk Assessment Public Rights of Way

It was **RESOLVED**: That the Risk Assessment for Public Rights of Way as outlined in Appendix F be **APPROVED**.

iii. Litter Picking: The Clerk had made further enquiries with EALC and SLCC regarding litter picking on roads of 40mph with the position remaining unclear. Responses from the Road Safety Team and Clear Insurance were awaited. This would be on the agenda for the next meeting.

It was **RESOLVED**: That no litter picking events would take place until clarification was received on whether this activity could take place on roads of 40mph or more.

iv. New FPC Website

The Clerk reported on the proposed new website layout, with improved accessibility. The website change layout was circulated to Cllrs prior to the meeting for information.

It was **RESOLVED**: That the Clerk would work with FPC's website designer to initiate the changes.

v. Co-Option Vacancy: TDC had confirmed that the vacancy could be filled through co-option.

It was **RESOLVED**: That the vacancy be advertised in the autumn edition of the Parish Newsletter.

07.26.57 COMMUNITY, OPEN SPACES

i. Donation request Frating Memorial Hall as outlined in Appendix G. This item was deferred due to personal interests declared by Cllr Cuthbert following which the meeting would be inquorate.

It was **RESOLVED**: That an Extraordinary Meeting of the Council would take place on 3rd August 2026 to consider this item under urgency.

ii. Donation request Basics Essex as outlined in Appendix H. The benefits to Frating residents were still unclear.

It was **RESOLVED**: That the Clerk would seek further information on the community benefits to Frating.

iii. Closed Churchyard: work remained ongoing with the replacement hedge and seating.
It was **RESOLVED**: That the on-going works be **NOTED**.

iv. Community Event: 3rd August 2026 Fraud Prevention. A Notice was displayed promoting the event; the event had been advertised via the summer newsletter and details would be added to the website.

It was **RESOLVED**: That the Fraud Prevention Community Event be widely advertised to encourage attendance.

v. Vehicle Speeding: The Chairman attended a meeting with police in Alresford and discussed the speeding concerns in Frating. Data from the Vehicle Activated Sign was provided to the police with the aim of receiving support for a speed reduction operation in the village.

It was **RESOLVED**: That these concerns continue to be raised with the Police.

vi. Vehicle Activated Sign (VAS) statistics.

The Clerk reported that due to the new laptop and an upgrade in the ElanCity software, statistics were not available for presentation at this meeting. The Clerk would endeavour to provide statistics from April – August at the next meeting in September.

It was **RESOLVED**: That the position regarding the VAS be **NOTED**.

07.26.58 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Items for inclusion on the agenda for the next meeting should be referred to the Clerk.

07.26.59 DATE OF THE NEXT PARISH COUNCIL MEETING

The next parish council meeting was scheduled to take place on Monday 7th September 2026 at 19:30hrs at Frating Memorial Hall.

The meeting closed at 08.25 pm hours.

Signed..... Date.....



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MINUTES of the FRATING PARISH ANNUAL PARISH COUNCIL EXTRAORDINARY MEETING held at the Memorial Hall on Monday 3rd August at 18:15hrs.

Present: Cllr Terry Cuthbert
Cllr Paula Bland
Cllr Sally Potter
Cllr Terri Philp
Cllr Chris Walpole
Kay English, Clerk to the Council

There were no members of the public present.
Meeting commenced at 18:25 hrs on arrival of Cllr Walpole.

08.26.60 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Brian Winter.

08.26.61 DISCLOSURE OF INTERESTS

It was **RESOLVED:** That members would raise relevant disclosures of interest at applicable agenda item.

08.26.62 PUBLIC QUESTIONS

There were no public questions.

08.26.63 COMMUNITY, OPEN SPACES

The donation request Frating Memorial Hall as outlined in Appendix A was considered.
At this point Cllr Cuthbert and Cllr Bland both declared a personal interest as members of the Memorial Hall Management Committee.

The Chairman invited nominations for Chairperson. Cllr Potter was nominated proposed by Cllr Philp, seconded by Cllr Walpole and unanimously agreed.
Cllr Cuthbert & Cllr Bland left the meeting at 18:28 hrs.

The Clerk advised that there were sufficient funds in the Council's bank account to support the proposed donation while preserving the ear-marked reserves allocated for Churchyard maintenance. Members were also advised that no significant expenditure was anticipated for the remainder of the financial year beyond the existing Churchyard commitments.

For risk-management purposes, the Clerk reminded members that the generally accepted benchmark for parish councils was to retain minimum reserves equivalent to one year's precept, currently £16,000.

Reference was made to s137 of the Local Government Act 1972, which enabled expenditure on activities that benefited the community where no other specific statutory power applied. The Clerk advised that the annual s137 limit for 2026/27 was £11.60 per elector. With 555 registered electors in Frating (based on the most recent Tendring District Council statistics), the total permissible s137 expenditure for the year was £6,438. The Clerk confirmed that considering donations already issued, the Council remained within the statutory s137 limit.

It was **RESOLVED**: That the donation be approved.

Cllr Cuthbert & Cllr Bland returned to the meeting at 18:35 hrs.
Cllr Cuthbert resumed chairmanship of the meeting.

08.26.64 FINANCE

It was **RESOLVED**: That the invoices as presented by the Parish Clerk as circulated prior to the meeting be approved and paid.

08.26.65 DATE OF THE NEXT PARISH COUNCIL MEETING

The next parish council meeting was scheduled to take place on Monday 7th September 2026 at 19:30hrs at Frating Memorial Hall.

The meeting closed at 18:38 hrs.

Signed..... Date.....



Appendix C

FRATING PARISH COUNCIL

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AGENDA ITEM 6 – MATTERS PENDING

PLANNING & ENVIRONMENT

04.25.149 Road Safety measures: reduction in speed limit to 30mph

COMMUNITY

05.25.13 Thorrington Church, Frating: support and promotion.

POLICING

Police operation to reduce speeding in the village

Tendring District Council Waste and Recycling Service Changes 2026

Ward Councillor and Parish / Town Council Information and FAQ's

Simpler Recycling

From 2026, every council in England will start to collect a core set of recyclable materials. This means that more materials will be collected at the kerbside in your household bins, which aims to create a more environmentally conscious society where more items can be recycled and reused.

What does this mean for residents of Tendring?

From **5th October 2026**, as well as the materials we already collect in the red and green boxes along with food waste, we'll also start collecting the following from households as part of the kerbside green box collection service:

Green Box (alternate weekly)

- glass bottles and jars
- Plastic pots, tubs and trays
- Juice Cartons (Tetra Pak)
- Aluminium trays
- Plastic and metal tubes e.g. tomato puree and toothpaste
- Plastic bottles (already collecting)
- Tins, cans and aerosols (already collecting)



Red Box (alternate weekly)

- Paper
- Card



Food waste (weekly)

*Smaller caddy to be placed in kitchen, larger caddy to be placed outside with other bins.

- Plate scrapings
- Fish including bones
- Tea bags and coffee grounds
- Meat including bones
- Fruit and veg
- Bread
- Dairy



Brown garden waste bin (fortnightly)

*Subscription only.

- Small branches
- Dead plants and flowers
- Leaves
- Grass trimmings



Black General waste bin (fortnightly)

- Soiled fast-food containers
- Nappies
- Bagged animal waste
- Other non-recyclable waste



FAQ's

Will I be able to recycle glass bottles and jars from my doorstep?

Yes. Tendring residents currently recycle household glass by taking it to their local recycling banks. By collecting it from your home in your green box, we hope to make it easier for residents to recycle glass bottles and jars

Can all types of glass go in my green box?

No, we will **NOT** collect the following types of glass:

- Sheet glass including windowpanes
- Drinking glasses
- Ovenproof cookware (for example, Pyrex, glass plates etc.)

Will I be able to recycle more plastics from my doorstep?

Yes. The Government is requiring local councils to implement it's Simpler Recycling strategy, which aims to increase recycling rates and encourage a more consistent national approach to recycling across England. To support the Government's strategy, as well as the materials we already collect, we'll also start collecting from your green box the following:

Plastic pots:

- Yoghurt pots
- Cream pots
- Soup pots
- Salad pots

Tubs

- Margarine tubs
- Ice cream tubs

Trays

- Meat trays
- Fruit trays or punnets
- Biscuit trays

- **Plastic bottles**

- Plastic milk bottles
- Fizzy drink bottles
- Water bottles
- Shampoo bottles
- Bottles from household cleaning products (including the plastic trigger handle/spray)
- Bleach bottles

Other extra items that can go in the green box:

- Juice Cartons (Tetra Pak)
- Plastic tubes e.g. toothpaste
- Metal tubes e.g. tomato puree
- Aluminium trays and cases

Will I get more boxes for the extra recycling? If so, when?

Yes, for recycling – you will receive an additional green recycling box and lid, as all these extra materials are to be placed in the green boxes. The green box will help residents recycle all the extra materials along with what we already recycle in the green box. These will be delivered alongside an information pack during August and September ready for the new service start date of **5th October 2026**.

Will residents get more information before the 5th of October

Yes. Residents can visit our website: www.tendringdc.gov.uk/content/recycling-changes for more information.

Information will also be shared with Parish and Town Councils, along with a comprehensive communications package.

Residents who receive the extra green box and lid (street level properties) will, at the same time also receive a bundle of leaflets:

8-page recycling guide

6-month collection calendar

Recycling collection summary sheet

Does this mean that my rubbish and recycling will be collected every three weeks?

No. Fortnightly rubbish collections will continue for households with wheelie bins while those on the black sack service will still receive weekly collections.

Red box and green box recycling remains alternative weekly and food waste remains weekly

Why is my collection week changing?

Tendring continues to grow, with more homes needing waste and recycling collections. To keep the service efficient and reliable, collection rounds need to be reviewed and balanced from time to time. Moving some properties to a different collection week helps spread the workload more evenly, so each round has a similar number of properties to collect from.

We have minimised the impact of this service change by providing two consecutive weeks where residents can present their black wheelie bin for refuse along with their green recycling box.

Will these changes impact garden waste collections?

No, Garden waste collection days are not affected by the new recycling service and remain unchanged.

What does this mean now?

Nothing. Your existing services will continue as normal until Monday 5th October at which point you can start to recycle all the extra materials in your green recycling boxes for kerbside collection.

Will my recycling still need to be clean, dry and loose?

Yes - all materials for recycling should be clean, dry and loose (not in bags). A quick rinse will usually be enough to clean most packaging and to remove most bits of leftover food. Plastic bottles can be squashed to give more space in the green box.

There is no need to remove labels from the packaging.

What if I have no space for the extra box?

The box will be delivered with a lid so it can be stacked on top or under your existing boxes so will not take up any other floor space.

Why should I recycle?

Recycling helps the environment by reducing carbon emissions and reduces the need for new products to be made from raw materials. It's important to put the right items into your recycling bin.

Why is it a problem if I put the wrong items in the recycling boxes?

1. **Quality is key** - Companies that use your recyclables to make new products will not accept spoiled items.
2. **It's wasteful** - Putting the wrong items into your recycling bin also means that good items will become 'spoiled' and won't get recycled.
3. **It's expensive** – Disposing of spoiled items costs Tending taxpayers.
4. **It could be dangerous** - Spoiled items are unpleasant and dangerous for staff at the Materials Recycling Facility (MRF) to remove. This often has to be done by hand.

Recycling for flats including food waste

Collections will remain unchanged. With the extra recyclable materials being placed in your recycling bins used for your tins, cans and plastics and Council officers will be updating the bin recycling signage within bin stores along with seeing if more recycling bins are needed and providing new recycling guides to residents from October.

Within the changes, there is an opportunity for flats to be able to recycle food waste on a weekly basis. If you live in a flat and wish to recycle food, then please contact the Recycling Team at recycle@tendingdc.gov.uk for more information.

If you live in a flat and do not have recycling bins or do not have enough recycling bins, please contact the Team on recycle@tendringdc.gov.uk

Dedicated recycling guides, including food recycling guides along with updated recycling bin signage are available for all communal recycling properties.

What will happen to my local glass bottle recycling bank?

Once glass bottles and jars along with cartons are collected at the kerbside it will be the ambition of the council to remove ALL recycling banks from across the district as recycling at the kerbside is more convenient and more environmentally friendly.

What if I need more recycling containers or I don't have any?

If you don't have any or need more recycling containers, these can be purchased from:

Brightlingsea Town Council (9am to 1pm); or

Clacton Town Hall Reception (9am to 3pm)

The current cost for these containers is listed below:

Red/green box £7.90 each;

Lid for red/green box £2.70 each;

Small indoor food caddy £2.50 each; and

Large outdoor food caddy £6.00 each

Alternatively, if you do not have TDC recycling boxes, you are able to continue to recycle by presenting materials in a suitable alternative reusable container. Please do not present recyclable materials in bags or wheelie bins as this will not be collected.

How will this all be paid for?

The Government is providing some additional funding to Councils to help fund new services. In addition, the Government is making the producers of packaging financially responsible for the materials they place on shop shelves. This means that in future producers must help fund the collection services provided by Tendring District Council, rather than this being a cost to the taxpayer.

Frating Parish Council
PAYMENTS & RECEIPTS LIST

31 August 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
58	Contract Maintenance	03/08/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-125.00	-25.00	-150.00
59	Public Lighting	03/08/2026		Current Account		Payment - Electricity	SSE Energy Solutions	S	-50.11	-10.02	-60.13
61	Clerk Salary	03/08/2026		Current Account		Payment - Clerk Salary	Frating Parish Council	E	-344.81		-344.81
62	Chairperson's Allowance	03/08/2026		Current Account		Payment - Chairperson's Allowance	Frating Parish Council	E	-34.27		-34.27
60	Subscriptions	03/08/2026		Current Account		Payment - Adobe Subscription	Frating Parish Council	X	-19.97		-19.97
63	Payroll Services	03/08/2026		Current Account		Payment - Payroll	DM Payroll Services	S	-72.00	-14.40	-86.40
64	Churchyard Expenses	03/08/2026		Current Account		Payment - S106 Money	The Sign Man	S	-44.00	-8.80	-52.80
66	Contract Maintenance	31/08/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-125.00	-25.00	-150.00
Total									-815.16	-83.22	-898.38



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Reviewed by Full Council on 7th September 2026
Date of next review: September 2027

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Frating Parish Council which is the data controller for your data.

Other data controllers the Council works with:

[e.g. other data controllers, such as local authorities]

- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a Council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation;
 - to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:

In limited circumstances, with your explicit written consent.

- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.

- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate

security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the Council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on **0303 123 1113** or via email icocasework@ico.org.uk or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.fratingparishcouncil.org.uk This Notice was last updated in May 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk, clerk@fratingparishcouncil.gov.uk



FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

Clerk to the Council: Kay English

Email: clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk

Reviewed by Full Council on 7th September 2026

Next Review Date: September 2027

EQUALITY & DIVERSITY POLICY

1. Purpose and Scope

Frating Parish Council is committed to promoting equality, eliminating discrimination and fostering an inclusive environment for employees, councillors, volunteers, contractors, and all members of the public who engage with the Council. This policy sets out how the Council meets its legal duties under:

- Equality Act 2010
- Public Sector Equality Duty (s.149 Equality Act 2010)
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018
- UK GDPR and Data Protection Act 2018

This policy applies to all aspects of employment, service delivery, public engagement, and decision-making.

2. Our Commitment

Frating Parish Council will:

- Recognise, respect and value diversity within the community.
- Provide equal opportunities in employment, volunteering, and public participation.
- Deliver services in a way that is accessible, fair and free from discrimination.
- Create a working environment that promotes dignity, respect and inclusion.
- Take reasonable and proactive steps to prevent harassment, including sexual harassment, in accordance with the Worker Protection Act 2023.
- Ensure councillors and staff understand their responsibilities under equality legislation.

The Council will not tolerate discrimination, harassment, bullying or victimisation in any form.

3. Legal Framework

3.1 Protected Characteristics

Under the Equality Act 2010, it is unlawful to discriminate on the grounds of:

- Age
- Disability

- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

3.2 Public Sector Equality Duty (PSED)

In exercising its functions, the Council must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation.
2. Advance equality of opportunity.
3. Foster good relations between different groups.

The Council will demonstrate due regard through:

- Equality considerations in decision-making
- Equality impact assessments where appropriate
- Transparent recording of decisions
- Inclusive consultation and engagement

4. Types of Unlawful Discrimination

The Council adopts the definitions in the Equality Act 2010, including:

- **Direct discrimination**
- **Indirect discrimination**
- **Harassment** (including sexual harassment)
- **Victimisation**
- **Associative discrimination**
- **Perceptive discrimination**
- **Failure to make reasonable adjustments**

4.1 Duty to Prevent Sexual Harassment

Under the Worker Protection Act 2023, the Council must take reasonable steps to prevent sexual harassment of employees. This includes:

- Clear policies
- Training
- Reporting mechanisms
- Prompt action on concerns
- Safe working practices

5. Equality in Employment

The Council will ensure equality in:

- Recruitment and selection
- Training and development
- Promotion
- Pay and benefits
- Working conditions
- Disciplinary and grievance procedures
- Redundancy selection

5.1 Recruitment

- Job descriptions and person specifications will reflect only essential requirements.
- Selection decisions will be based on objective criteria.
- Reasonable adjustments will be made for disabled applicants.

5.2 Working Practices

The Council will consider the equality impact of working hours, location and practices. Requests for flexible working will be considered fairly and lawfully.

5.3 Reasonable Adjustments

The Council will make reasonable adjustments for disabled employees and applicants, including:

- Adjustments to duties
- Equipment or technology
- Working hours
- Physical accessibility

6. Councillors' Responsibilities

Councillors must:

- Uphold the Nolan Principles and the Council's Code of Conduct.
- Consider equality impacts when making decisions.
- Treat all individuals with dignity and respect.
- Avoid discriminatory behaviour or language.
- Participate in training where required.

Councillors may be personally liable for unlawful discriminatory acts.

7. Equality in Service Delivery

The Council will ensure that:

- Services, facilities and public meetings are accessible.
- Reasonable adjustments are made for disabled service users.
- Public consultations are inclusive and accessible.
- Website content meets accessibility standards (WCAG 2.1 AA).
- Contractors and suppliers comply with equality legislation.

8. Third-Party Behaviour

The Council will take appropriate action where staff or councillors experience harassment or discriminatory behaviour from members of the public, contractors or visitors. Actions may include:

- Warning or excluding individuals from premises
- Reporting criminal behaviour to the police
- Reviewing risk assessments
- Supporting affected staff

9. Training and Awareness

The Council will provide training to:

- Employees
- Councillors
- Volunteers involved in public-facing roles

Training will cover:

- Equality Act 2010
- Preventing harassment
- Inclusive decision-making
- Reasonable adjustments
- Dignity at work

10. Monitoring and Data Protection

The Council may collect data on workforce composition to monitor equality. Any data collected will be:

- Anonymised where possible
- Processed under a lawful basis (employment obligations and substantial public interest)
- Stored securely
- Used only for equality monitoring
- Managed in accordance with UK GDPR and the Council's Privacy Notices

11. Reporting Concerns

11.1 Employees

Employees who believe they have been discriminated against, harassed or victimised should use the Council's Grievance Procedure. Complaints of bullying or harassment will follow the Dignity at Work Policy.

11.2 Councillors

Councillors should report concerns to the Clerk or Monitoring Officer as appropriate.

11.3 Members of the Public

Service users may raise concerns through the Council's Complaints Procedure.

No individual will be penalised for raising a genuine concern.

12. Breaches of this Policy

Breaches by employees may constitute misconduct or gross misconduct under the Disciplinary Procedure. Breaches by councillors may constitute a Code of Conduct violation. Contractors who breach this policy may have contracts terminated.

13. Review of Policy

This policy will be reviewed annually or sooner if:

- Legislation changes
- Best practice evolves
- Monitoring identifies areas for improvement

The Council will update the policy to ensure ongoing compliance and effectiveness.



FRATING PARISH COUNCIL

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Reviewed at Full Council on 7th September 2026
Next Review Date: September 2027

DIGNITY AT WORK POLICY

Introduction

Frating Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Frating Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. It aims to create a workplace where there is zero tolerance for harassment and bullying.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees, volunteers and sub-contractors engaged to work at Frating Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council, this should be raised to their nominated contact, manager, or the Chairperson of the Council, in the first instance. Should the complaint be about the Chairperson of the Council, the complaint should be raised to the Vice-Chairperson or Clerk to the Council.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying. Complaints about other employment matters will be managed under the council's Grievance Policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Frating Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you. Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chairperson of the council. (If your concern relates to the Chairperson, you should raise it with another councillor or staff member). The Chairperson (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chairperson (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Clerk or the Chairperson of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chairperson of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, [disability](#), sex, [gender reassignment](#), pregnancy and maternity, race, [sexual orientation](#), [religion or belief](#), and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic.

An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic. Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns.

If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer. Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the Clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the Clerk, and for the Clerk officer this could be the Chairperson/Vice-Chairperson, or possibly an individual councillor.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others. Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved. Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor)

speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



FRATING PARISH COUNCIL

Clerk to the Council: Kay English

Email: clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk

Reviewed by Full Council on 7th September 2026

Next Review Date: September 2027

FREEDOM OF INFORMATION ACT

Publication Scheme

Frating Parish Council has adopted the ICO model publication scheme. This publication scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

Information	Format	Charge
Who's who on the Council and its Committees	Website Hard Copy	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free

Location of main Council office and accessibility details	Website Hard copy	Free
Staffing structure	Website Hard copy	Free

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Information	Format	Charge
Annual return form and report by auditor	Website Hard Copy	Free
Finalised budget	Website Hard copy	Free
Precept	Website Hard copy	Free
Borrowing Approval letter	Hard copy	Free
Financial standing orders and regulations	Website Hard copy	Free

Grants given and received	Website Hard Copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Hard copy	Free

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

Information	Format	Charge
Community Plan	Hard copy	Free
Local Charters drawn up in accordance with WAG, OVW & WLGA guidelines	Hard copy	Free

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Information	Format	Charge
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard copy	Free Free
Agendas of meetings (as above)	Website Hard copy	Free Free
Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free Free

Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free Free
Responses to consultation papers	Website Hard copy	Free Free
Responses to planning applications	Website Hard copy	Free Free
Bye-laws	Hard copy	Free

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Information	Format	Charge
Policies and procedures for the conduct of council business:Procedural standing orders Committee and sub-committee terms of referenceDelegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy	Free
Policies and procedures for the provision of services and aboutthe employment of staff: Internal policies relating to the delivery of servicesEquality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free
Information Security Policy	Website Hard copy	Free
Records management policies (records retention, destruction andarchive)	Website Hard copy	Free

Data protection policies	Website Hard copy	Free
Schedule of charges (for the publication of information)	Website Hard copy	Free

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information	Format	Charge
Any publicly available register or list	Website Hard copy	Free
Assets register	Website Hard copy	Free
Disclosure log	Hard copy	Free
Register of members' interests	Website Hard copy	Free
Register of gifts and hospitality	Website Hard copy	Free

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

Information	Format	Charge
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free
Agency agreements	Hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy	Free

The method by which information published under this scheme will be made available Frating Parish Council will always indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the Council's capability, information will be provided on our website. Where it is impracticable to make information available on our website or when an

individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the Parish Clerk. An appointment to view the information will be arranged within a reasonable timescale.

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

The Clerk can be contacted via e-mail on clerk@fratingparishcouncil.gov.uk



FRATING PARISH COUNCIL

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Frating Parish Council – Objectives Statement

Frating Parish Council works on behalf of residents to protect the character of the parish, support community wellbeing, and ensure effective local governance. In carrying out its statutory duties, the Parish Council is committed to the following objectives:

1. Safeguard the Parish's Character and Environment

- Ensure that all planning proposals are assessed rigorously and that the Council's responses reflect the interests and wellbeing of the community.
- Protect Frating's rural identity by opposing development that is inappropriate, unsustainable, or detrimental to the parish.
- Promote the conservation and responsible use of open spaces, public rights of way, and natural assets.

2. Maintain and Improve Local Infrastructure

- Work proactively with Essex County Council and Tendring District Council to address highways, transport, and public realm issues affecting residents.
- Support the upkeep and enhancement of footpaths, signage, bus shelters, street lighting, and other local amenities.
- Ensure parish assets are managed safely, responsibly, and in accordance with statutory requirements.

3. Strengthen Community Safety and Wellbeing

- Promote initiatives that enhance safety, resilience, and quality of life within the parish.
- Facilitate community engagement through public meetings, information sessions, and accessible communication channels.
- Support activities and partnerships that foster inclusion, neighbourliness, and civic participation.

4. Provide Transparent, Accountable Local Governance

- Conduct council business openly, lawfully, and in accordance with recognised standards of public administration.
- Maintain clear, timely communication through agendas, minutes, newsletters, and public notices.
- Ensure robust financial management, risk oversight, and compliance with all statutory duties.

5. Represent Frating's Interests at District and County Level

- Engage constructively with District and County Councillors, statutory bodies, and partner organisations.
- Ensure that Frating's voice is heard in wider policy discussions, consultations, and strategic planning processes.
- Advocate for resources, services, and decisions that benefit the parish and its residents.

6. Build Capacity and Resilience within the Council

- Maintain an effective, skilled, and representative council membership.
- Support the Clerk and Responsible Financial Officer through appropriate governance structures, policies, and professional development.
- Review objectives annually to ensure they remain aligned with community needs and emerging issues.

Date: 7 September 2026



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Recording and Behaviour Standards Policy

Date Approved:

Next Review Date:

1. Purpose

This policy sets out the standards, rules, and protocols governing the recording of conversations and meetings and the expected behaviour of all individuals engaging with Frating Parish Council. Its purpose is to promote transparency, safeguard personal data, ensure safe working practices and uphold appropriate standards of conduct.

2. Scope

This policy applies to:

- All councillors
- The Clerk
- Members of the public interacting with the Council
- Contractors or third parties engaged by the Council

It covers recordings made:

- During Council meetings
- During informal discussions relating to Council business
- During telephone calls, online meetings, or in-person conversations
- Through any device, including mobile phones, audio recorders or software applications

Behaviour standards apply to all interactions with the Council, whether in meetings, correspondence, or informal engagement.

3. General Principles

- The Council supports openness but must balance transparency with privacy, data protection, and personal safety.
- No individual has an automatic right to record conversations involving Council business unless permitted under this policy.
- All recordings must comply with the Data Protection Act 2018, UK GDPR and relevant local government legislation.
- All individuals engaging with the Council are expected to behave respectfully, courteously, and without aggression, harassment, or intimidation.

4. Recording of Council Meetings

4.1 Public Right to Record

Members of the public may record public Council meetings, including audio, video, or written reporting, provided that:

- Recording does not disrupt the meeting

- Equipment is used quietly and unobtrusively
- The Chairperson is informed before the meeting begins

4.2 Clerk's Recording for Minute-Taking

The Clerk may make an audio recording solely to support the accurate preparation of minutes. Such recordings:

- Must be discreet and non-disruptive
- Do not form part of the official record
- Are temporary working notes
- Are held securely and deleted once the minutes are approved
- Must not be shared, copied, or used for any other purpose. Access is restricted to the Clerk and where necessary, the Chair for verification.

4.3 Restrictions

Recording is not permitted during:

- Closed sessions
- Discussions involving confidential or exempt information
- Any part of a meeting where the Chairperson determines recording would be inappropriate

5. Recording of Conversations Outside Meetings

5.1 Councillors and Staff

Councillors and staff must not record conversations relating to Council business without:

- Prior consent from all participants
- A clear and legitimate Council purpose (e.g., safeguarding, protection of property)
- Notification to the Clerk, who will maintain a record of authorised recordings

5.2 Members of the Public

Members of the public must not record conversations with councillors or staff unless:

- Explicit consent is given
- The purpose of the recording is stated
- The recording does not breach confidentiality or data protection requirements

6. Protocol for Seeking Consent

When requesting permission to record:

- The request must be made before recording begins
- The reason for recording must be stated
- Participants must be informed how the recording will be stored, used and retained
- Consent must be explicit; silence or implied agreement is insufficient

Where consent is refused, recording must not take place.

7. Recording in Circumstances of Abusive or Threatening Behaviour

Frating Parish Council recognises that councillors and staff may encounter behaviour that is abusive, threatening or causes concern for personal safety.

Where a councillor or staff member reasonably believes they are at risk of harm, harassment, intimidation, or abusive behaviour, they may make an audio recording **without prior consent**, solely for evidential or safeguarding purposes.

Any such recording must:

- Capture only what is necessary to evidence the behaviour
- Be provided to the Clerk as soon as practicable
- Be stored securely as a Council record
- Not be retained on personal devices once transferred
- Not be shared publicly or used for any purpose other than safeguarding, complaint handling, or legal processes

Recordings may be shared only with those who have a legitimate need, including the Clerk, Monitoring Officer, Essex Police or other relevant authorities.

The Council will treat any incident requiring such recording as a potential safeguarding or conduct matter and will follow appropriate reporting and escalation procedures.

8. Behaviour Standards

All individuals engaging with the Council are expected to:

- Treat councillors, staff and others with courtesy and respect
- Refrain from aggressive, abusive, discriminatory or intimidating behaviour
- Allow meetings and discussions to proceed without disruption
- Follow the reasonable directions of the Chairperson or Clerk

Behaviour that breaches these standards may result in:

- Suspension of participation in a meeting
- Referral to the Monitoring Officer
- Formal complaint procedures
- Reporting to relevant authorities where necessary

9. Storage, Access and Retention of Recordings

- Any authorised recording becomes a Council record and must be stored securely by the Clerk.
- Recordings must not be kept on personal devices once transferred.
- Access is restricted to those with a legitimate need.
- Retention periods will follow the Council's **Document Retention Policy**.

10. Use of Recordings

Recordings may only be used for:

- Preparing accurate minutes
- Investigating complaints or conduct matters
- Training or governance purposes (with consent)
- Legal or regulatory requirements

Recordings must not be used for:

- Personal use
- Publication on social media without permission
- Any purpose that could bring the Council into disrepute

11. Breaches of Policy

Unauthorised recording, misuse of recordings, or breaches of behaviour standards may result in:

- Referral to the Monitoring Officer
- Formal complaint procedures
- Disciplinary action (for staff)
- Reporting to relevant authorities where data protection or safeguarding concerns arise

Tendring
District Council



TENDRING DISTRICT
COUNCIL

SOCIAL MEDIA GUIDANCE
FOR MEMBERS

Social Media Guidance for Members (Revised 2026)

This guidance supports Members in using social media safely, effectively and responsibly. It incorporates relevant elements from the Local Government Association (LGA) model guidance on social media and their Guide to the role of Councillors on social media.

Purpose and Scope

This guidance applies to all elected Members when using social media **in their capacity as Councillors**, including circumstances where they are *reasonably perceived* as acting in an official role. It supports:

- Public confidence in local democracy
- Members' ability to communicate with residents
- Safe, lawful and respectful online engagement

Social media includes (but is not limited to): Facebook, Instagram, LinkedIn, X, WhatsApp, blogs, YouTube, TikTok, Reddit, and any other platform where content can be published or shared.

Members should be able to use social media to promote their 'council work' without fear of harassment, bullying, defamation or other hate speech; this is finely balanced with comment (and criticism) based upon freedom of speech and political debate. Members are reminded that all activity must align with:

- **Tendring District Council Members' Code of Conduct:**
[Microsoft Word - 1. Cover of Constitution](#)
- **The Seven Principles of Public Life (The Nolan Principles)**
- **Equality and data protection law**
- **Copyright and defamation law**
- **Article 10 (Freedom of Expression) of the European Convention on Human Rights.**

Key Principles

Acting as a Councillor

Because others judge whether you appear to be acting as a Councillor, assume your online activity may be linked to your role. Online actions and posts must not bring the Council into disrepute.

Personal Responsibility

You are personally responsible for the content you publish on any social media or messaging platform. Even if content is deleted, it may already have been copied, shared or archived.

Inappropriate use of social media can be a **criminal offence** and may also lead to a **breach of the Members' Code of Conduct**.

Respect and Civility

Comments must be respectful to:

- Other Members
- Officers and partner organisations
- Members of the public
- Volunteers

Members must comply with equality legislation and avoid harassment, bullying, discriminatory or offensive language. Some online behaviour may constitute a criminal offence.

Confidentiality and Information Security

Do not disclose confidential, personal, sensitive or privileged information. Information provided to you as a Councillor may not be publicly available and should not be shared unless you are certain it is appropriate to do so.

If notified of a potential safeguarding issue via social media, you must follow the Council's safeguarding procedures without delay.

Bias, Predetermination and Decision-Making

Where Members are involved in planning, licensing or other quasi-judicial decisions, they should avoid social media activity that could give the impression they have made up their mind in advance.

While expressing a preliminary view is not unlawful in itself, Members must be able to demonstrate that they approach formal decision-making with an open mind.

Staying Safe Online

The LGA highlights risks faced by Councillors online, including abuse, harassment and exposure of personal information. Members are encouraged to:

- Use strong, unique passwords
- Enable two-factor authentication
- Use secure email addresses that are not shared across platforms

If you feel harassed or unsafe, report concerns to Essex Police via 101.

Defamation, Libel and Copyright

Defamation and Libel

Defamation (including libel) occurs when an untrue statement is published about a person that damages their reputation. A person may take legal action against the **individual Councillor**, not the Council.

Members should note:

- Posting false or unverified allegations can be defamatory
- Repeating, sharing or re-posting a libellous statement can create the same legal liability as the original post
- Legal action may result in significant personal financial and reputational consequences

Members should exercise particular care when commenting on individuals, organisations and ongoing disputes.

Copyright

Copyright law applies to social media content. Members must not use text, images, videos or other material created by others unless:

- Permission has been granted
- The material is clearly licensed for reuse
- Use falls within a lawful exception

Always credit original sources where appropriate and ensure content is accurate.

Members' Code of Conduct

Failure to follow this guidance **may amount to a breach of the Members' Code of Conduct**, depending on the circumstances.

Even when using personal accounts, Members must ensure that:

- Comments are lawful
- Confidential information is not disclosed
- The Council is not brought into disrepute

Disclaimers such as "views my own" may help provide clarity but **do not remove responsibility** or disapply the Code of Conduct.

Do and Don't Guidance for Members on Social Media

Do	Don't
Listen to online conversations and engage where appropriate	Publish anything you would not say in traditional media, a public meeting, or in person
Remember that libel and copyright laws apply	Bring the Council or your role into disrepute
Clearly state when you are speaking personally, as a Councillor, or on behalf of a political group.	Say how you will vote on an issue where it creates a risk of predetermination
Be respectful and professional in all communications	Disclose confidential or privileged information
Share verified information from the Council's corporate accounts, particularly during major incidents	Use social media when angry, tired or under the influence of alcohol or other substances
Consider how the public may perceive who you follow or what you share	Use social media during committee meetings if it distracts from Council business
Think carefully before posting – content is persistent and shareable	Assume everyone shares your sense of humour or understands sarcasm

Managing Abuse, Harassment and Online Conflict

Members should be able to use social media without fear of harassment, bullying or hate speech.

If you experience online abuse:

- Use platform reporting and moderation tools
 - Block or mute accounts where appropriate
 - Keep records, including screenshots
 - Seek legal advice in serious cases
-

Training and Further Support

Members may access:

- **LGA Model Guidance for Councillors' Use of Social Media**

[Social media guidance for councillors | Local Government Association](#)

[Model guidance for councils: elected members' use of social media | Local Government Association](#)

- Council-led training sessions
- Support from the Corporate Communications Manager

Approved and adopted by the Standards Committee on **15 July 2026**.



PARISH NEWS: Autumn 2026

Dear Frating Resident,

Welcome to the autumn edition of the Frating Parish Council Newsletter. We're excited to share a fresh round of updates on village life.

We're also thrilled to welcome our newest Parish Councillor: **Cllr Chris Walpole**. It's great to have him on board as we continue working to support and strengthen our community.

Cllr Terry Cuthbert, Chairman.

Have Your Say: National Fireworks Consultation Now Open

The Government is seeking public views on future fireworks regulation, including noise levels, safety, anti-social behaviour, and the sale of high-risk fireworks. If fireworks affect you, your pets, your business, or the wider community, this is your chance to share your experiences.

Deadline: 7 October 2026

How to take part:

- Complete the online survey www.gov.uk/government/consultations/fireworks-and-pyrotechnics-in-the-uk
- Email: fireworksconsultation@businessandtrade.gov.uk
- Write to the Department for Business and Trade

Frating Parish Council encourages residents to respond so local perspectives can help shape national policy.

Recycling Changes

Changes to recycling collections in Frating will take place from **Monday 5th October 2026**. From this date, residents will be able to recycle a wider range of materials in their green kerbside recycling boxes. The expanded list includes:

- Glass bottles & jars
- Plastic pots, tubs & trays
- Tetra Pac & other food/drink cartons
- Clean aluminium
- Metal & Plastic tubes

Residents will receive an extra green recycling box and lid, which will be delivered to households by the end of September together with recycling guide, collection calendar and service leaflet. For more information go to:

www.tendringdc.gov.uk/content/recycling-changes FAQs

www.tendringdc.gov.uk/services/rubbish-recycling

or see leaflets on the parish council's website: www.fratingparishcouncil.gov.uk (Newsletter)

Memorial Hall Refurbishment

The Parish Council is pleased to support the Memorial Hall Management Committee in maintaining this important village facility. New windows have now been installed and external redecoration will take place in the coming weeks, further enhancing its appearance.

Public Rights of Way – did you know?

Frating's Public Rights of Way (PROW) offer access to the countryside and link our parish with neighbouring villages. Report overgrown vegetation, broken stiles, damaged bridges, obstructions, fly-tipping, or poor reinstatement to Essex County Council using their online reporting tool.

www.essexhighways.org/getting-around/public-rights-of-way/prow-interactive-map

Remember the Countryside Code:

- Keep to marked paths
- Leave gates as found
- Control dogs
- Clear up after your dog (no dog fouling)
- Take litter home
- Respect wildlife and livestock
- Be considerate of others

Thinking about Getting More Involved? Become a Parish Councillor

We currently have a vacancy for a Parish Councillor and welcome applications from residents. Councillors help represent local views, support community projects and influence decisions on services and facilities. It's a rewarding role that only requires a few hours a month and offers the chance to make a real difference. No special qualifications are needed, just enthusiasm, common sense and a willingness to get involved. If you're over 18 and live or work in the parish, you may be eligible. To find out more, attend a council meeting or contact the Clerk. For an informal chat about the role contact:

Cllr Terry Cuthbert: cllr.terry.cuthbert@fratingparishcouncil.gov.uk or Cllr Paula Bland: cllr.paula.bland@fratingparishcouncil.gov.uk

Frating Memorial Hall

Want to know how to book the Hall or see what's coming up? Just head over to the Memorial Hall page on the Frating Parish Council website. It's the easiest way to stay in the loop with all the latest events and hire information.

The next Frating Parish Council Meetings will be held on:

Monday, 7.30 pm at the Memorial Hall on **5th October, 2nd November and 7th December.**

If you would like to suggest an article for future editions of the newsletter, please contact the Clerk on clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk



Public Rights of Way

Public Rights of Way (PROW) provide important access to the countryside, support recreation, and help connect our community with neighbouring villages. Frating Parish Council works closely with **Essex County Council (ECC)**, landowners, and residents to help keep these routes open, safe, and enjoyable.

What Are Public Rights of Way?

Public Rights of Way include:

- **Footpaths** for walking
- **Bridleways** for walkers, cyclists, and horse riders
- **Byways** open to all traffic, though usually unsurfaced
- **Restricted Byways** for walkers, cyclists, horse riders, and horse-drawn vehicles

All PROW are recorded on the **Essex Definitive Map**, the legal record of public routes

View the Definitive Map

You can explore all Public Rights of Way in Frating using the Essex Highways online map: **Essex PROW Interactive Map**

<https://www.essexhighways.org/prow-interactive-map> ([essexhighways.org](https://www.essexhighways.org/prow-interactive-map) in Bing)

Search for “**Frating**” or zoom in on the parish to view footpaths, bridleways, and byways.

Frating's Public Rights of Way Network

Frating has a rural network of footpaths and bridleways linking:

- Neighbouring parishes including Great Bentley, Elmstead Market, Thorrington and Alresford

A full PROW register is maintained by the Parish Council and can be provided on request.

Reporting Problems

If you encounter an issue on a Public Right of Way—such as:

- Overgrown vegetation
- Broken stiles or gates
- Damaged bridges or handrails
- Obstructions or fly-tipping
- Poor reinstatement after ploughing

Please report it to **Essex County Council**:

Report a Public Right of Way Problem

<https://www.essexhighways.org/tell-us>

You may also inform the **Parish Clerk**, especially if the issue affects safety or requires urgent attention.

Parish Council Responsibilities

While ECC is responsible for the legal maintenance of PROW, Frating Parish Council:

- Carries out **local inspections**
- Maintains a **working PROW register**
- Reports defects to ECC and landowners
- Monitors access issues and fly-tipping
- Supports residents in understanding and using the network

Countryside Code – Key Points

- Keep to marked paths
- Leave gates as you find them
- Keep dogs under close control
- Take litter home
- Respect wildlife and livestock
- Be considerate of other users

Get Involved

Residents are welcome to help monitor local paths or join occasional community walk-throughs. To express interest, please contact the Parish Clerk.

Donation Request: Basics Essex

Further information to support financial donation provided to the Clerk.

Initially may I clarify that our central base is in Chelmsford, but this is the location where all operations are co-ordinated from, not where our volunteer clinicians are based to respond from. To explain a little further, we have 4 Clinicians who live in CO who can respond into Frating when required. 1 Clinician is an autonomous responder who responds in his own vehicle on blue lights, the other 3 are team members who respond via our Critical Care vehicle.

Whilst you will appreciate I have to anonymise information, I can tell you that BASICS Essex have responded to the CO area 23 times in recent months inclusive of :

Head injury
2 x Stabbing
7 x Cardiac arrest
Climbing wall fall
RTC Vehicle v Motorcycle
Fall through floorboards
Motorcyclist lost control
Overdose
Open Tib & Fib Fracture
2 x Pedestrian hit by car
Collapse
Fracture / Dislocation of hip
Twins born early 20wks
2 x Fall

BASICS Essex were activated for their advanced skills and knowledge required at the scenes above, which are beyond the standard level of ambulance service personnel.

I hope this provides a greater understanding of the benefits and impact we bring to Frating. All other information should be in the document which I sent over recently. Should you need further clarification please do not hesitate to ask any questions you may still feel are unanswered.

All the best,



Essex Pre-Hospital Critical Care Scheme
Emergency Medical Charity



Trust and Donor Relations Officer

www.basicsessex.org.uk

Registered Charity: 1214023

15th July 2026

Dear Parish Clerk,

Request for Section 137 Charitable Funding Support for the East of England Ambulance Service Charity.

I am writing on behalf of the **East of England Ambulance Service Charity**, which exists to support patients, communities, volunteers and staff across the region. Last year over 1.6 million emergency 999 calls were made to the East of England Ambulance Service Trust and over 210,000 hours were given by dedicated volunteers.

We are applying for funding under **Section 137** to help support the charity which delivers wide-reaching benefits to the communities you serve, extending far beyond those that can be achieved through statutory funding alone.

Although the charity operates across the east of England, the impact is felt directly within your area through the ambulance crews, volunteers, and residents who rely on these enhanced services.

Supporting Ambulance Staff Attending Your Area

Ambulance staff regularly attend incidents within your community, often in highly pressurised and emotionally demanding situations. The charity supports their wellbeing, recovery, and resilience through:

- **Wellbeing gardens** restorative outdoor spaces at ambulance stations
- **Wellbeing rooms** safe, quiet environments for rest and decompression
- **Welfare wagon support** providing refreshments and immediate welfare support on the frontline during times of increased pressures
- **Additional mental health support and morale boosting initiatives** helping staff maintain resilience and continue delivering high-quality patient care
- **Staff initiatives** giving staff the opportunity to make a difference, this has included knitted hats for premature babies, GoodDogs for trauma support, Unmet Needs & the Out of Hospital Cardiac Arrest Desk

Your potential support will help ensure that crews responding to emergencies in your community remain resilient, supported, and are able to perform at their best, when it matters most.

Supporting Your Residents

The charity also delivers programmes that directly benefit local people in your community, including:

- **Free Basic Life Support (BLS) and AED awareness training through (EEAST Heart)**
 - Funding community education to assist volunteers and staff deliver free public training. Equipping communities with lifesaving skills and confidence to act in emergencies
- **Innovative staff pilot projects and early intervention schemes**, including:
 - The 'Unmet Needs' project supporting residents who called 999 without a clinical need by connecting them to appropriate services for:

- Financial hardship
 - Social isolation
 - Caring responsibilities or living with additional needs
- This project acted as a pathfinder, leading to the development of a permanent system-wide solution, improving access to support and reducing demand on emergency services
- **Out-of-Hospital Cardiac Arrest Video CPR**
 - A new initiative enabling members of the public to receive live video guidance during CPR
 - Provides real-time support on hand placement, compression depth, and reassurance
 - Allows increased and potentially lifesaving support while delivering CPR until 999 ambulance volunteers & staff arrive

These initiatives strengthen community resilience, improve patient outcomes, and ensure people receive the right support at the right time.

Supporting Volunteers Across the Region

Community First Responder (CFR) volunteer groups play a vital role in local communities; however, it is important to note:

Individual CFR groups are responsible for raising funds themselves for their own additional local needs, such as additional kit, uniforms, and day-to-day operational costs.

This request is not intended to replace or duplicate local CFR fundraising or impact any existing requests made by individual groups.

Instead, the charity provides **additional, overarching support** that benefits all volunteers, including those serving your community:

- **Funding the volunteer “Assemble” platform** - Providing instant access to training, communication, and resources
- **Volunteer recognition and support** - Funding initiatives such as Volunteers’ Week, recognition, and thank-you programmes
- **Enhanced clinical equipment and resources** - Supporting the procurement of additional kit bags, medical equipment, and uniforms beyond core provision
- **Governance and infrastructure support** - Ensuring volunteers operate safely, effectively, and assisting with clinical standards
- **Training and development** - Funding scenario training days and volunteer conferences
- **Celebration and recognition** - The charity is the primary funder of the Trust’s Volunteer & Staff Celebration and Long Service Awards, ensuring these are delivered to a standard above and beyond what statutory funding could provide

Why This Matters

By supporting the **charity**, your contribution creates a **wide-reaching, joined-up impact**, including:

- Strengthening the wellbeing of ambulance staff and volunteers serving your residents
- Improving emergency response outcomes for patients
- Empowering the public with the confidence and knowledge to save lives
- Supporting vulnerable individuals through early intervention

- Enhancing and sustaining the volunteer workforce

This collective approach helps to ensure that **your entire community benefits**. With a small and dedicated team, the charity can ensure that every contribution is used efficiently, delivering maximum benefit to patients, communities, staff and volunteers.

Any possible support you can provide, both financially and in helping to raise awareness of the charity, would be gratefully received and make a meaningful difference.

In Summary

We are kindly seeking Section 137 funding to support the **work of the East of England Ambulance Service Charity**, which:

- Enhances care delivered within your community
- Supports the staff and volunteers who serve your residents
- Funds innovation and preventative programmes
- Provides benefits that cannot be achieved through statutory funding alone

We would welcome the opportunity to discuss how your support could contribute to these vital initiatives and the positive impact it will have across your community.

Thank you for considering our request.

Yours sincerely,



MEASUREMENT REPORT

31/08/2026



<https://www.elancity.co.uk>



Name ELANCITY RADAR
Zone 40 MPH
Period From Friday, 26 June 2026 00:00
To Thursday, 27 August 2026 10:57

Summary

Device information	3
Average speeds	4
Percentile	5
Speed distribution towards Inbound direction : Into Village	6
Speed distribution towards Outbound direction : Out of Village	7
Vehicles per hour	8
Maximum speeds	9



Name ELANCITY RADAR
Zone 40 MPH
Period From Friday, 26 June 2026 00:00
To Thursday, 27 August 2026 10:57

Device information

Comment:

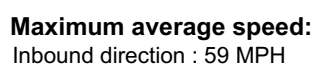
location

Name	ELANCITY RADAR
Sens Entrant	Into Village
Sens Entrant	Out of Village
Posted speed limit	40 MPH
Comment	
Device type	Radar

Period	From Friday, 26 June 2026 00:00 To Thursday, 27 August 2026 10:57
Number of measurement days	63
Number of vehicles inbound	185 450
Number of vehicles outbound	126 149
Maximum recorded speed	159 MPH



Average speeds

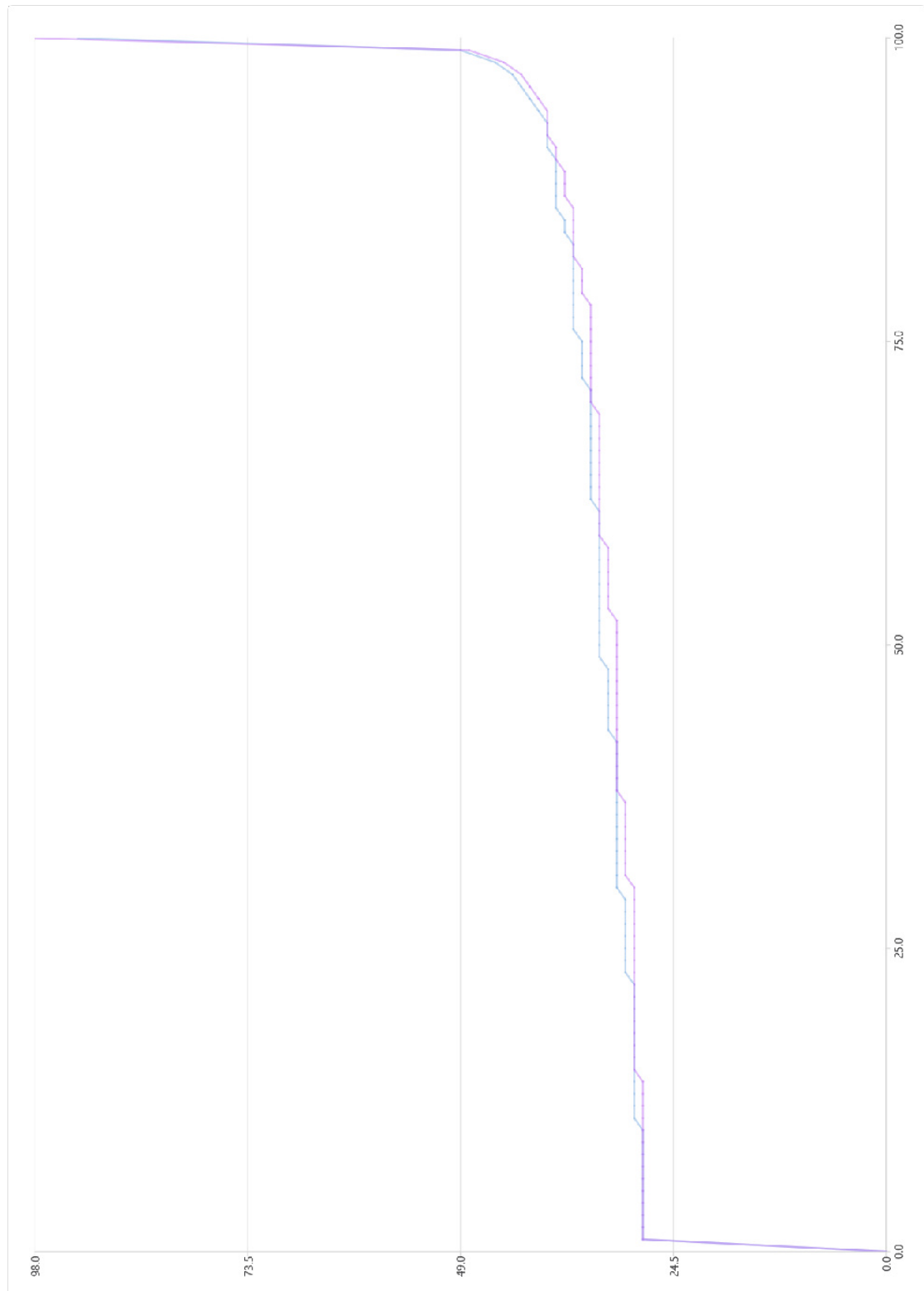


ELANCITE – All rights reserved
Reference: elancite-20260831-104721.pdf
Serial number: 682719995679-00000



Name ELANCITY RADAR
Zone 40 MPH
Period From Friday, 26 June 2026 00:00
To Thursday, 27 August 2026 10:57

Percentiles



Percentiles :

V30 :

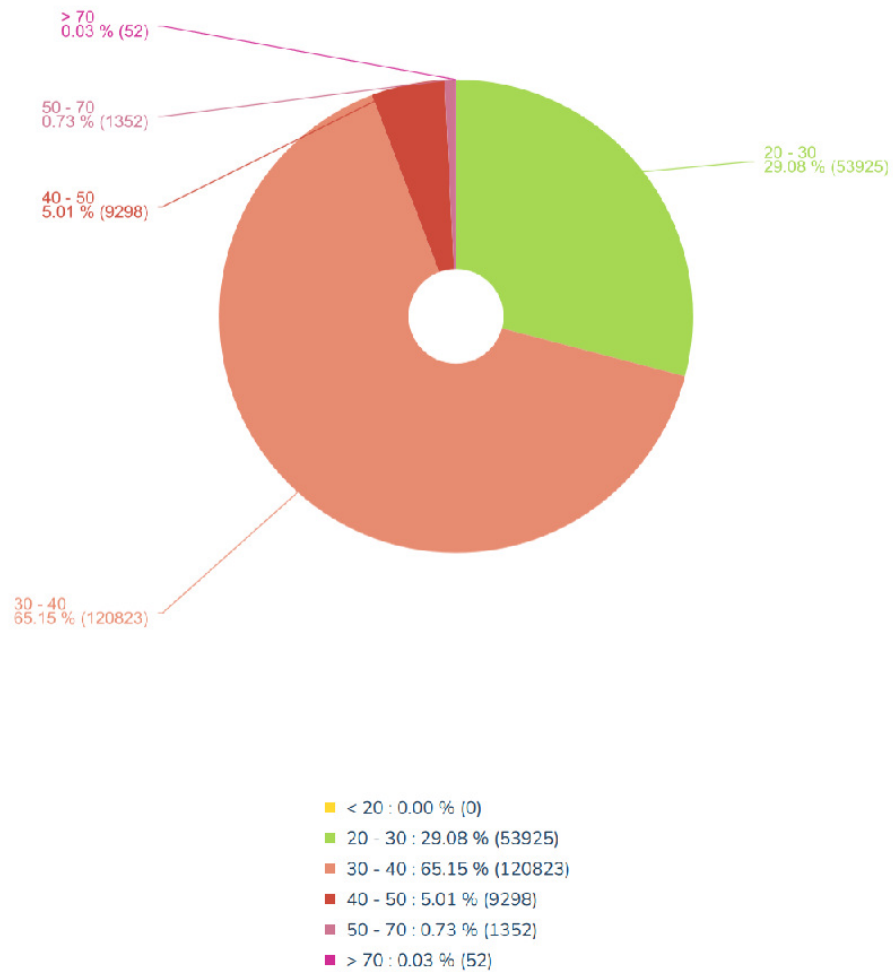
Inbound : 31 MPH
Outbound : 29 MPH

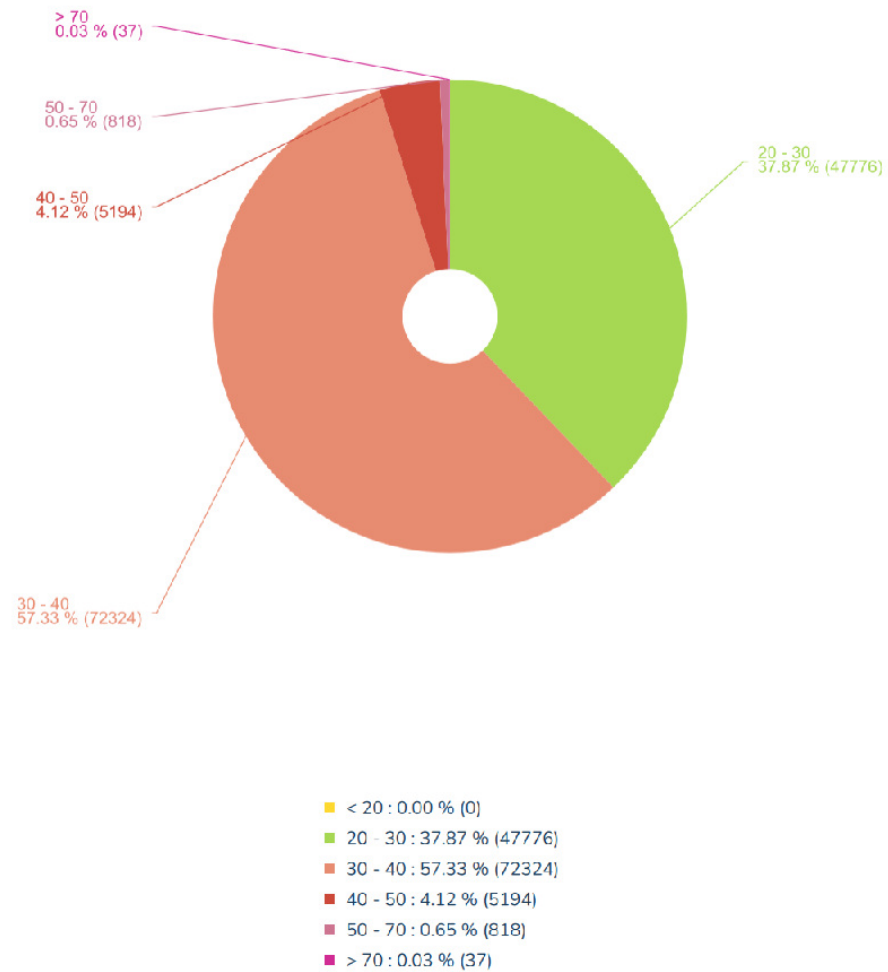
V50 :

Inbound : 33 MPH
Outbound : 31 MPH

V85 :

Inbound : 37 MPH
Outbound : 36 MPH

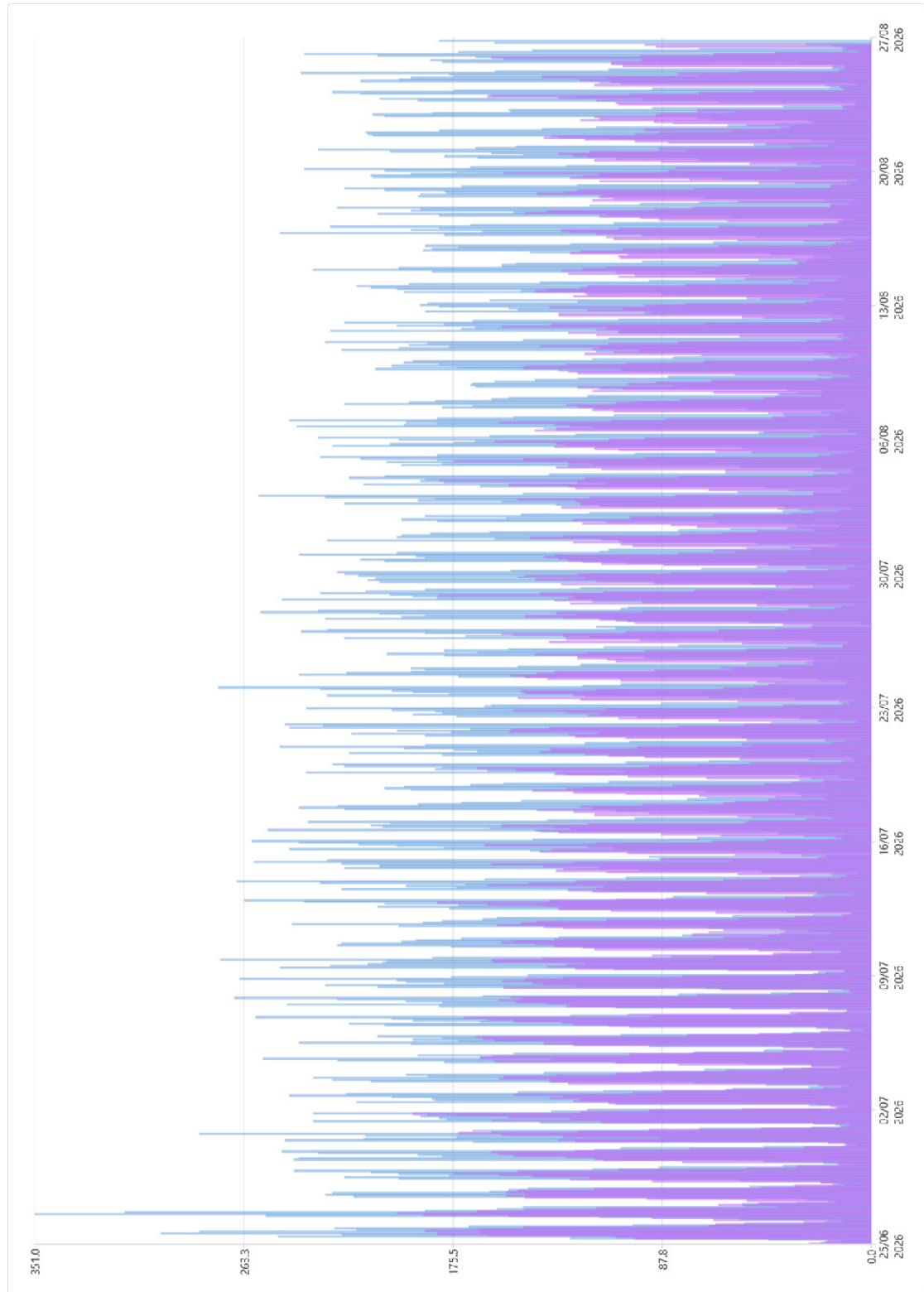






Name ELANCITY RADAR
Zone 40 MPH
Period From Friday, 26 June 2026 00:00
To Thursday, 27 August 2026 10:57

Vehicles per hour



Vehicles per hour

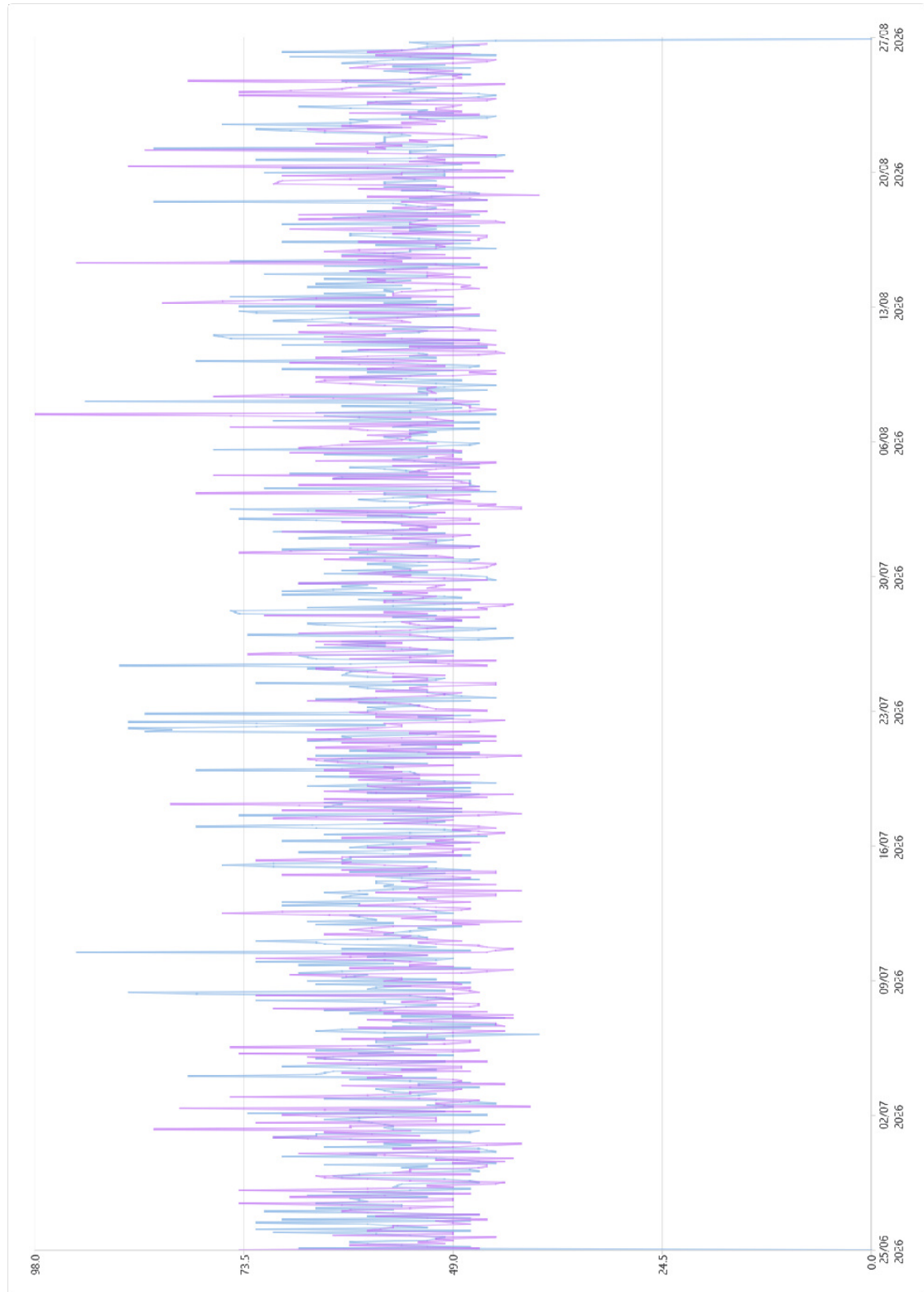
Total inbound vehicles : 185450

Total outbound vehicles : 126149



Name ELANCITY RADAR
Zone 40 MPH
Period From Friday, 26 June 2026 00:00
To Thursday, 27 August 2026 10:57

Maximum speeds



Maximum speeds

Inbound maximum speed : 93

Outbound maximum speed : 98