

**Clerk's Report for
Wednesday 12th November 2025**

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Item 8 (d) Report on NALC event ‘Planning for the Future’

On 29th October Cllr Hanks and the Clerk attended an online event hosted by NALC (National Association of Local Councils) – ‘Planning for the Future: Navigating the new planning framework’. Speakers from the Town and Country Planning Association, two speakers from CPRE (Roger Malt and Paul Milner) and Andrew Towleston, the planning adviser to the Society of Local Clerks and Councillors (SLCC) discussed the new planning landscape and how the updated framework affects parish and town councils as well as the future of housing developments.

Speakers were consistent in assuring TCs and PCs that they should keep on fighting for appropriate development. Councils should avoid the alternative –disengaging from local planning issues.

Funding may become available for Neighbourhood Development Plans (NALC is campaigning for this) and other newer (but less legally binding) planning visions may become available. The lack of funding for Neighbourhood Development Plans need not be a barrier if the plan is scoped to cover only the major issues. Expensive external consultants were often not needed, but funding would be required for the initial resident survey. New guidance would be available in 2026.

The speaker from the TCPA said that the new structure was driving democracy out of the planning system, with councils likely to be given the power to push all decisions to the planning officer, rather than a committee. The proposed National Development Management policies could replace local authority decision making with national policies. That leaves TCs and PCs as the only form of local democratic involvement. The new framework has been designed with developers in mind. As a result it was vital that TCs and PCs had a ‘vision’ or plan to meet local needs in their Neighbourhood Development Plan or other document, and that local people might appreciate some education in the issues and the part they can play. Key issues included sustainable development – flooding, climate crisis, affordable housing.

The CPRE speakers focused on:

- * Prioritising truly affordable housing especially in rural areas (current definition is 80% of local rents)
- * Brownfields first
- * Protecting and enhancing the green belt and ensuring access to green spaces for everyone.
- * Protecting farmland from renewable energy factories
- * Support nature’s recovery. In particular the ‘Nature Restoration fund’ instead of Biodiversity Net Gain (BNG) could fail to deliver benefits while also reducing biodiversity in places where homes had been built. For news on this see [“Worst” of the bill rejected in the House of Lords](#) but it [needs MPs to support](#) the amendment.’

The speaker outlined some of the risks, including lower quality and higher volumes of housing, the polarisation of views (yimby and nimby; rural and urban). CPRE remained sceptical that infrastructure and house building would be 'joined up':

Rural exception sites could be used to provide affordable housing, but need good needs assessments (e.g. Hinton Charterhouse, where the PC led the development).

A recent survey had shown that 75% of new houses were poorly designed and 20% should not have been permitted due to lack of transport infrastructure. Design became worse the further the development was from London i.e. car dependency, poor environmental performance, not in the local character.

Light and noise pollution concerned the CPRE, although regulations on upward lighting had improved the situation but downward lighting was unchanged.

The SLCC's main concerns were that this wasn't 'proper planning' – just delivering housing numbers; that democracy was being eroded; that TCs and PCs were not being given a level playing field to work from as they don't have the resources available to developers. In addition, the rules had become more complex and there was no provision for enforcement of planning contraventions.

He believed that PCs should not be 'blockers' to additional housing, but 'shapers', working with other councils, residents and developers. However, around 2/3rds of the country is 'unparished'.

The speaker advised not challenging the numbers of new homes 'needed', said that the ONS demographic figures could be useful in a Neighbourhood Development Plan. Although the new (CDC) Local Plans were being developed, it was still possible to develop a local neighbourhood plan at the same time.

TC and PC planning committees were not being affected, apart from the compulsory training requirement

The speaker recommended that TCs and PCs:

- * read the NPPF (National Policy Planning Framework)
- * get involved in Local Plan reviews and consultations with a focus on flood resistance, Net Zero and affordability.
- * have a 'shared vision' of what the residents want and which has proven buy-in
- * keep on top of reforms and the Local Plan as they are updated.

The overarching message from the event was that parish and town councils should keep fighting for their community's needs, develop a shared local vision, and stay engaged. You can [read more about the event](#) on the NALC website.

Item 9. IT Policy

Draft IT Policy

Reviewed at a meeting of Temple Guiting Parish Council on 12th November 2025 at minute item 9.

Introduction

Temple Guiting Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use Temple Guiting Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

Temple Guiting Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by Temple Guiting Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Temple Guiting Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

Temple Guiting Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Temple Guiting Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Temple Guiting Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

Mobile devices provided by Temple Guiting Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

Temple Guiting Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness

Temple Guiting Parish Council will, where possible, provide training and resources to educate users about IT security including email security and best practices, privacy concerns, and technology updates.

Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, please contact the Clerk.

All staff and councillors are responsible for the safety and security of Temple Guiting Parish Council's IT and email systems. By adhering to this IT and Email Policy, Temple Guiting Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: 12th November 2025

Signature:

Kate Mather

Role: Chairman

Item10. Reconciliation

Temple Guiting Parish Council			
Bank Reconciliation			
Period 1 April 2025 to 30 October 2025			
Current account 02503759			
	Balance at 30 October 2025	£11,219.99	
Deposit account 07859616			
	Balance at 30 October 2025	£5,415.49	
Less outstanding payments			£0.00
Reconciled balance		£16,635.48	
Cashbook summary			
Opening balance 1 April 2025		£14,892.59	
Add receipts to date		£8,912.42	
Less payments to date			£7,169.53
Cashbook balance		£16,635.48	
Signed:			
Chairman			
Clerk & RFO			
12th November 2025			