

# HASLINGTON

## PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Monday 1<sup>st</sup> September 2025

Meeting held at Yoxall Village Hall.

**Attendance:** Cllr Samantha Green (Chair), Cllr Howard Blake, Cllr Mike Blakeman, Cllr Yvonne Bushill, Cllr Janet Griffith, Cllr Andrea Lofkin, Cllr Christian Murrell (from item 5), Cllr Anthony Peake, Cllr Jonathan Shaw, Cllr James Smith, Cllr Mark Trigger, Cllr Stephen Welch

**Apologies:** Cllr Graham Sawyer, Cllr Rob Stevenson, Cllr Rob Welch

**Not in attendance:** None

**Also in attendance:** Wayne Salisbury – Clerk

**Public:** 6

**Meeting started at 7:00 pm**

**1. To receive apologies for absence**

Apologies were received from Cllr Graham Sawyer, Cllr Rob Stevenson and Cllr Rob Welch

**2. Declarations of Interest and Dispensation Considerations**

- a) Cllr Green declared a pecuniary interest in Item 8 (Schedule of Payments).
- b) No other interests were declared.
- c) Cllr Green was granted a dispensation by the Clerk to remain in the meeting during item 8 but without voting rights.

**3. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 7<sup>th</sup> July 2025 be approved as a correct record and signed by the Chair.

**4. Co-Option**

A statement from the candidates interested to be co-opted to the Council was shared with members prior to the meeting.

The Chair invited the candidates to speak to members, both candidates introduced themselves and provided further information on why they wanted to join the Parish Council.

Members were invited to ask any further questions.

As there were more candidates than vacancies, an open ballot was held to identify the candidate who would progress further.

RESOLVED: that Christian Murrell is co-opted to a vacant seat in the Haslington Village ward of Haslington Parish Council.

***Cllr Murrell signed the declaration of acceptance of office in the presence of the proper officer and joined the meeting.***

## 5. Policing Matters

No representative from the Police was present but a report from PCSO Jolley had been received which the Clerk read to members.

*Please see the Haslington Beat Report for August - September 2025*

- *Suspicious incidents = X 12*
- *1 X Someone was seen on a roof on The Dingle in Haslington.*
- *1 X Someone walked into the wrong address on Coates Places, Haslington.*
- *Burglary – X 1*
- *David Whitby Way – 6 Boilers were stolen from new build properties. The windows were smashed to gain access.*
- *Violence – X 10 (Sensitive details)*
- *ASB – X 9*
- *Winterley – 2 x calls of riders on Motorbikes in Balaclavas riding anti-socially. This is happening on the country roads and new estates.*
- *Weston – 2 x calls about drones causing a nuisance to Residents on Mere Road and John Hammond Close, Weston.*
- *Weston – Youths on trial bikes with no helmets causing anti-social behaviour.*
- *Haslington – Youths knocking on Residents windows late at night and early hours of the morning. This is happening on the Hazelmere Estate.*

Cllr Shaw questioned the level of detail received in the report from the Police.

Cllr Peake raised that the PCSO is holding beat meetings in the coming months. The Clerk confirmed the scheduled dates.

- Wednesday 3<sup>rd</sup> September 4:00pm - Haslington Co-Op Car Park
- Wednesday 17<sup>th</sup> September 10:00am - Haslington Co-Op Car Park
- Friday 10<sup>th</sup> October 10:00am - Haslington Co-Op Car Park
- Monday 10<sup>th</sup> November 10:00am – Online
- Wednesday 10<sup>th</sup> December 10:00am – Online

## 6. Public Participation.

4 members of the public representing the Sydney Place Community Group were in attendance. One of the members of the group addressed Council to speak of the Seddon Homes development which would accommodate 450 homes. The member of the public stated that they were not against new homes but spoke of the issues that this development poses, including strain on utilities and accident risks at the A534 junction. The member of the public advised that their concerns were reflective of the community following speaking to 800 householders. The group also stated that homes on phase 1 are not selling which questions the need for further homes on this site.

Cllr Blake as Chair of the Parish Council planning committee responded and advised the group that the Council was aware of the proposal and that when a planning application is submitted which the committee can review that the points mentioned will be considered.

Cllr Peake asked if the Cheshire East Councillors have been involved in this.

Cllr Griffith queried which development this relates to and where it is located.

Cllr Lofkin asked if the group were aware of the social housing quota for this development and referred to social housing on another application in Winterley.

Cllr S Welch raised how all builders are currently sending out communications on proposed developments to gauge the public position.

## 7. Cheshire East Borough Councillors' Reports

Cllr Heler was not in attendance but shared the following report which the Clerk read to members:

- *Problems continue with the Hazelmere development both with the developer and the management company A Dandy Wren. Steve has been in contact with both and is awaiting a response.*
- *Similarly, there are problems with the Vicarage Fields development and their lack of access to the Public Open Space.*
- *The gully at the junction of Pool Lane and Crewe Road is being jetted on 13<sup>th</sup> September we have asked that other gulleys on Pool Lane be done at the same time.*
- *The Planning Application 25/1757/FUL land behind 481 Crewe Road Winterley has been modified to reduce it by one property to 54. There is a consultation period until 11<sup>th</sup> September to comment on this. I have clarified with the planning department that there is no need to re submit comments unless they specifically relate to the 54 houses as other comments made previously are still valid.*
- *The Haslington Safer Neighbourhood Team will meet on the Co-op car park on Crewe Road between 4pm and 5pm on Wednesday 3<sup>rd</sup> September. Any resident with concerns can attend and get advice.*

Cllr Shaw asked for clarity on the issues on the Hazelmere development. The Chair informed that it relates to issues with the management company and services not being provided.

Cllr Shaw spoke of similar issues happening on the Vicarage Fields development.

Cllr Shaw queried if Cheshire East Planning Enforcement take action if a developer does not meet its obligations. The Clerk advised that Cllr Edgar has been in an ongoing dialogue with the management company at the Hazelmere development to push for obligations being met.

Cllr Blake shared that there are issues on the play area on the Bovis estate which has resulted in it being taken out of use.

Cllr Lofkin raised that Planning Application 25/1757/FUL is the planning application that they referred to in the previous item.

## 8. Authorisation of payments

RESOLVED: The schedule of payments correctly states the invoices presented and that the following are authorised to be paid or accepted as paid. **£4048.19** to be paid, **£5730.61** as paid under 6.6, **£17614.51** as paid under 6.9 iii. (As detailed on page 321)

## 9. Clerks Report

The Clerk summarised their written report highlighting.

- Completed tasks: VAT reclaim Q1 (£1,107.28), committee meetings, tree survey quotes, social media policy draft, garden awards preparation.
- Upcoming tasks: Annual leave prep, October meeting, IT policy (Assertion 10), 2026-27 budget, play area refurb quotes.
- Audit: External audit for 2024–25 was signed off with no queries, a significant milestone following previous years' challenges.
- Events: Garden Awards on 13th September, 65 properties invited.
- Gutterscroft Playing Field: 3 pieces of play equipment installed and being well received.
- Gutterscroft Centre: Electrical checks passed, positive income/expenditure balance (£2,646 net).
- SID's: Highways have confirmed locations, with one site changed to a better location. Requested that the project be expedited so that the SID's can be operational as soon as possible.
- Resident communications: Issues raised about road damage, hedge encroachment, and litter bin request.

## **10. Chair's Report**

The Chair had nothing further to report.

## **11. Planning Statement**

Cllr Blake introduced the planning statement which had been prepared by the planning committee.

Cllr Shaw raised that is a great document and that he agrees that responses must be based on policy.

Cllr Griffith commented that she found the statement educational and useful.

RESOLVED: to adopt the planning statement as recommended by the planning committee. (As detailed on page 322 - 323)

## **12. External Audit**

The Chair shared that the external audit report had been received with no matters raised. The Clerk added that this is positive result for the Council and that following the acceptance of the report the Council will hold a further period of public rights which will be advertised to the electorate.

RESOLVED: to accept the external audit report and conclusion notice for 2024-25.

## **13. Tree Survey**

Cllr Blakeman raised that they had reviewed the quotes and indicated which one he favoured.

Cllr Trigger added that he had checked reviews available for the different contractors as well as checked the location of where they are based.

RESOLVED: to accept the quote £580.00 ex VAT from Buckland Tree Care for the completion of a survey of all trees on Parish Council owned land

## **14. Social Media Policy**

RESOLVED: to adopt a revised social media Policy. (As detailed on page 324 - 326)

## **15. Garden Awards**

The Chair updated members that the arrangements for the Garden Awards were progressing well and that the presentation will take place on Saturday 13<sup>th</sup> September.

Support on the day will be required to ensure that the event runs smoothly. Cllr Trigger, Cllr Griffith, Cllr Bushill, Cllr Shaw and Cllr Blakeman all indicated that they will be able to assist.

## **16. Remembrance Service**

The Chair read the proposal to members which detailed the requirements for the formal arrangements of the Remembrance Service to be completed by the Events Committee along with Cllr Peake.

RESOLVED: to approve that the Remembrance Service is formally organised by the Events Committee, with support from Cllr Peake.

## **17. Exclusion of Press and Public**

It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

*No motion was moved as no members of the public remained present.*

## **Part 2**

### **18. Pay Scales - Local Government Services Pay Agreement 2025**

The Council noted the update to the NALC pay scale (SCP 27) for the Clerk's employment and the back payment of hours worked with the revised pay scale applied (£227.94) (as per the clerk's contract).

### **19. Clerks SLCC Membership**

RESOLVED: to approve (£300.00 on the basis of precept share) the continued membership of the clerk to the Society of Local Council Clerks.

### **20. SLCC National Conference**

RESOLVED: to approve the clerk attending the SLCC National Conference in October 2025 and the payment of associated costs. (£510.00 on the basis of precept share)

**Meeting closed at 8:34 pm.**

## Authorisation of Payments – As resolved under item 8.

### Haslington Parish Council Schedule of Payments 1st September 2025

	Date of Debit	Recipient	Purpose	£	£	Payment	Power of expenditure	Scribe
1	02/09/2025	PKF Littlejohn LLP	Fee for external audit 2024-25	504.00		BT - Unity Trust	LGA 1972 S111	Yes
2	02/09/2025	W Salisbury (Clerk)	Sainsburys - Stationery & Postage (Garden Awards)	68.18		BT - Unity Trust	LGA 1972 S111	Yes
3	02/09/2025	W Salisbury (Clerk)	Amazon - Certificate Frames (Garden Awards)	31.67		BT - Unity Trust	LGA 1972 S145	Yes
4	02/09/2025	W Salisbury (Clerk)	Amazon - Certificate Frames (Garden Awards)	31.67		BT - Unity Trust	LGA 1972 S145	Yes
5	02/09/2025	W Salisbury (Clerk)	Amazon - Certificate Paper (Garden Awards)	23.74	234.59	BT - Unity Trust	LGA 1972 S145	Yes
6	02/09/2025	W Salisbury (Clerk)	B & M - Gutterscroft Consumables	14.00		BT - Unity Trust	LGA 1972 S133	Yes
7	02/09/2025	W Salisbury (Clerk)	Co-Op - Gutterscroft Consumables	17.35		BT - Unity Trust	LGA 1972 S133	Yes
8	02/09/2025	W Salisbury (Clerk)	TikTok Shop - Gutterscroft Consumables	47.98		BT - Unity Trust	LGA 1972 S133	Yes
9	02/09/2025	Scribe (Starboard Systems)	Scribe Bookings Software Annual Renewal	417.60		BT - Unity Trust	LGA 1972 S133	Yes
10	02/09/2025	Cllr Samantha Green	Chairmans Allowance 2025 - 2026	600.00		BT - Unity Trust	LGA 1972 S111	Yes
11	02/09/2025	911 Cleaning	Gutterscroft Centre Cleaning - August 6th / 13th / 20th / 27th	160.00		BT - Unity Trust	LGA 1972 S133	Yes
12	02/09/2025	JD Services	Grasscutting (August x 1)	182.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
13	02/09/2025	JD Services	Odd Jobs - Jobs as per tender - Odd Jobs - August	240.00		BT - Unity Trust	LGA 1972 S111	Yes
14	02/09/2025	JD Services	Gutterscroft Maintenance - Weeds	35.00	2132.00	BT - Unity Trust	LGA 1972 S133	Yes
15	02/09/2025	JD Services	Floriculture Maintainance - August	280.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
16	02/09/2025	JD Services	Floriculture Watering - (August x 13)	1235.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
17	02/09/2025	JD Services	Litterbin Emptying Haslington/Winterley - August	160.00		BT - Unity Trust	Litter Act 1983 S5	Yes
<b>Total</b>				<b>4048.19</b>				

#### Payments made as authorised on the approved payments list (6.6)

	Date of Debit	Recipient	Purpose	£	£		Power of expenditure	Scribe
18	14/07/2025	Yoxall Village Hall	Room Hire - 7th April / 14th May / 2nd June	55.00		BT - Unity Trust	LGA 1972 S111	Yes
19	28/07/2025	911 Cleaning	Gutterscroft Centre Cleaning - July 3rd / 10th / 17th / 24th	160.00		BT - Unity Trust	LGA 1972 S133	Yes
20	31/07/2025	Tomato Energy	Streetlighting Energy Usage - May & June 2025	344.86		DD - Unity Trust	Highways Act 1980 S301	Yes
21	15/08/2025	Tomato Energy	Streetlighting Energy Usage - July 2025	179.32		DD - Unity Trust	Highways Act 1980 S301	Yes
22	11/08/2025	Netwise	Email Hosting	172.80		BT - Unity Trust	LGA 1972 S111	Yes
23	28/07/2025	Scottish Power	Gutterscroft Electricity Usage - Charges from 07/03/25 to 22/07/25	33.71		BT - Unity Trust	LGA 1972 S133	Yes
24	14/07/2025	Scottish Power	Gutterscroft Electricity Usage - Charges from 07/03/25 to 26/06/25	489.39		BT - Unity Trust	LGA 1972 S133	
25	15/07/2025	Octopus Energy	Gutterscroft Gas Usage - Charges from 29/05/25 to 30/06/25	44.54		DD - Unity Trust	LGA 1972 S133	Yes
26	28/07/2025	Waterplus	Gutterscroft Centre - Water Supply (11/06/25 to 10/07/25)	50.54		DD - Unity Trust	LGA 1972 S133	Yes
27	27/08/2025	Waterplus	Gutterscroft Centre - Water Supply (11/07/25 to 10/08/25)	55.24		DD - Unity Trust	LGA 1972 S133	Yes
28	25/07/2025	Wayne Salisbury (Clerk)	Salary - July	1491.58		BT - Unity Trust	LGA 1972 S112	Yes
29	22/07/2025	HMRC	PAYE - TAX & NI - July	359.54		BT - Unity Trust	LGA 1972 S112	Yes
30	27/08/2025	Wayne Salisbury (Clerk)	Salary - August (inc SPC increase and back payment from 1st April)	1693.72		BT - Unity Trust	LGA 1972 S112	Yes
31	27/08/2025	HMRC	PAYE - TAX & NI - August	480.33		BT - Unity Trust	LGA 1972 S112	Yes
32	10/07/2025	Smarty	Phone Monthly Fee - July	8.00		DD - Unity Trust	LGA 1972 S111	Yes
33	12/08/2025	Smarty	Phone Monthly Fee - August	8.00		DD - Unity Trust	LGA 1972 S111	Yes
34	21/07/2025	British Telecom	Gutterscroft Broadband - Charges from 1st to 31st July 2025	52.02		DD - Unity Trust	LGA 1972 S111	Yes
35	21/08/2025	British Telecom	Gutterscroft Broadband - Charges from 1st to 31st August 2025	52.02		DD - Unity Trust	LGA 1972 S111	Yes
<b>Total</b>				<b>5730.61</b>				

#### Payments made as authorised and to avoid late payment (Financial Regulations 6.9 iii)

	Date of Debit	Recipient	Purpose	£	£		Power of expenditure	Scribe
36	11/08/2025	JD Services	Grasscutting (July x 2)	364.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
37	11/08/2025	JD Services	Odd Jobs - Jobs as per tender - Odd Jobs - July	240.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
38	11/08/2025	JD Services	Odd Jobs - Additional (Floriculture Strimming & Drain jetting)	320.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
39	11/08/2025	JD Services	Floriculture Maintainance - July	280.00	2409.00	BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
40	11/08/2025	JD Services	Floriculture Watering - (July x 11)	1045.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
41	11/08/2025	JD Services	Litterbin Emptying Haslington/Winterley - July	160.00		BT - Unity Trust	Litter Act 1983 S5	Yes
42	20/08/2025	Wicksteed	Playground Equipment & Safety Surface Installation	14431.58		BT - Unity Trust	Open Spaces Act 1906 ss9 & 12	Yes
43	14/08/2025	ASW Electrics	Gutterscroft Centre - EICR Test & Certificate and PAT Certificate	348.00		BT - Unity Trust	LGA 1972 S133	Yes
44	22/07/2025	ChALC	Training - Cllr Lofkin / Induction	25.00		BT - Unity Trust	LGA 1972 S111	Yes
45	04/08/2025	W-Heat	Gutterscroft Centre - Boiler Inspection & Landlord Certificate	114.00	352.18	BT - Unity Trust	LGA 1972 S133	Yes
46	04/08/2025	W-Heat	Gutterscroft Centre - Boiler Pipe Repair and Hive hub installation	238.18		BT - Unity Trust	LGA 1972 S133	Yes
47	22/07/2025	Winterley Methodist Church	Room Hire - Meeting	30.00		BT - Unity Trust	LGA 1972 S111	Yes
	31/07/2025	Unity Trust Bank	Bank Charges	8.55		Unity Trust C T2	LGA 1972 S111	Yes
	31/08/2025	Unity Trust Bank	Bank Charges	10.20		Unity Trust C T2	LGA 1972 S111	Yes
<b>Total</b>				<b>17614.51</b>				

Resolved to be paid at the meeting held on  
Minute Reference

1st September 2025

Cllr M Trigger 01/09/25

Cllr T Peake 01/09/25

Cllr - Proposer - Sign & Date

Cllr - Seconder - Sign & Date

## **Planning Statement – As resolved under item 11.**

### **1. Purpose**

To secure a clear, consistent and constructive approach when responding to large-scale planning applications within the parish, for example Crewe North (Muller Property) and Sydney Road (Seddon).

### **2. Recommended Resolution**

Haslington Parish Council adopts the following formal position on major residential developments within the parish:

- a) The council recognises that well planned growth can deliver community benefit when essential infrastructure is delivered and aligned with the housing being built.
- b) The council will not submit blanket objections where approval is probable; instead, responses will focus on securing viable schemes that provide proportionate and timely investment in health, education and highways infrastructure.
- c) The Planning Committee will assess all major applications against the principles detailed in this resolution and to negotiate with applicants and the local planning authority to secure commitments that meet those principles. The Council will support applications as appropriate to support a conducive relationship whilst seeking the best possible infrastructure enhancements for the Parish.
- d) Until a planning application is submitted The Council will remain impartial and will not form its final view until all relevant information has been considered.
- e) The Parish Council will clarify and promote the role of the Parish Council as detailed in Appendix A.

### **3. Rationale**

- **Past experience:** Repeated objections have rarely altered approvals. A constructive stance offers greater influence.
- **Statutory role:** As a consultee the parish should facilitate good planning rather than oppose development in principle.
- **Community concern:** Objections are driven by perceived infrastructure deficits, focusing on the actual issues and having a constructive seat at the table increases credibility with residents.

### **4. Infrastructure and Sustainability Principles**

- a) **Health** – demonstrate that primary care capacity will meet NHS patient-to-GP ratios, with developer funding where necessary.
- b) **Education** – secure places at existing or new schools so that local children are not displaced, including capital contributions through Section 106 or Community Infrastructure Levy.
- c) **Highways and Transport** – deliver safe access, junction upgrades, traffic-calming and sustainable travel links that protect existing residents from congestion and road safety impacts.
- d) **Viability and Phasing** – infrastructure must be delivered at an early stage or tied to occupation triggers that are legally enforceable.
- e) **Community Benefit** – provide open space, biodiversity net gain and contributions to parish facilities proportionate to scheme size.

### **5. Implementation Steps**

- a) Publish the adopted position on the council website, social media channels and a resident leaflet.
- b) Request information from Cheshire East Council Highways, NHS Cheshire and schools' admissions officers to monitor infrastructure capacity.

- c) Engage directly with applicants to negotiate the provisions available to address all infrastructure requirements.

## 6. Conclusion

Adopting this position will allow the parish council to move from reactive objection to proactive partnership, increasing the likelihood that essential infrastructure is delivered for both existing and new residents.

## Appendix A

### The Role of the Parish Council in Planning Matters

Haslington Parish Council recognises that its role in planning extends beyond commenting on individual applications. The council seeks to improve and enhance the lives and environment of the community it represents by contributing constructively to the planning process.

As part of its statutory role, the Parish Council exists to represent the best interests of its residents. This includes participating in consultations with developers and the local planning authority and influencing decisions they make relating to planning applications.

Recommendations from the Parish Council on a planning application must be consistent with statutory local development plans, including the Local Plan and, where available, the Neighbourhood Plan, otherwise they may carry little or no weight.

Under planning law, the local planning authority is required to notify the Parish Council of applications and to take its representations into account. This process differs from statutory consultation with organisations such as the Highway Authority, Environment Agency, or Historic England, as the Parish Council's responsibilities are of a different nature.

While Parish Council representations are valued, they do not automatically carry more weight than those from members of the public and are generally afforded less weight than the observations of statutory consultees.

Representations can only be taken into account where they relate to material planning considerations.

These do not include:

- Development already commenced before permission is granted (carried out at the applicant's own risk)
- The applicant's past record of unauthorised development
- Commercial or "trade" objections from potential competitors
- Moral objections to the nature of a proposed use (e.g., betting shops or amusement arcades)
- Speculation that the application is intended to increase the property's value for sale
- Loss of a private view
- Concerns about potential reduction in property value
- The fact that the applicant does not own the land (which can be addressed by agreement with the landowner)
- An objector's status as a tenant of the land concerned
- Allegations affecting private rights (e.g., covenants, maintenance obligations, ownership disputes, rights of way, or boundary matters) - these are private legal issues, often dealt with under the Party Wall Act
- Arguments of a personal nature relating to the applicant's circumstances

By maintaining this approach, the Parish Council ensures that its contributions to the planning process are relevant, effective, and aligned with established planning policy.



# HASLINGTON

## PARISH COUNCIL

### Social Media Policy

#### 1. Policy Statement

This policy is intended to help councillors and council staff make appropriate decisions about the use of social media. Social media is a collective term used to describe methods of publishing on the internet through channels such as Facebook, Instagram, Threads, X (formerly Twitter), and TikTok.

This policy outlines the standards the Council requires councillors and staff to observe when using social media, the circumstances in which the Council will monitor the use of social media, and the action to be taken in respect of breaches of this policy.

This policy supplements, and should be read in conjunction with, all other policies and procedures adopted by the Council such as the Member's Code of Conduct.

The use of social media does not replace existing forms of communication; it should be seen as a complementary form of communication that can engage more effectively with certain sectors of the community.

This policy and the use of social media may be amended or withdrawn at any time.

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#### 2. Who is Covered by this Policy

This policy covers all individuals working at all levels within the Council, including all elected and co-opted councillors and the Clerk.

The Clerk is the nominated person to moderate and administrate the Council's official social media output. The Clerk will be responsible for posting and monitoring content and ensuring that it complies with this policy.

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#### 3. Scope of the Policy

All members and staff are expected to always comply with this policy to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners, and community.

Serious breaches of this policy by councillors or staff may be dealt with under the Code of Conduct or relevant procedures. Breaches may include unlawful, libellous, harassing, defamatory, abusive, threatening, obscene, discriminatory, or offensive content.

The standards of behaviour required by the Code of Conduct apply to online activity in the same way as to other written or verbal communication.

Members should bear in mind that inappropriate conduct online can still attract adverse publicity. Remarks easily withdrawn in person may be permanently published online. Communications on the internet are public and permanent.

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#### 4. Responsibility for Implementation

The Council has overall responsibility for the effective operation of this policy.

The Clerk is responsible for monitoring and reviewing the policy and making recommendations for changes to minimise risks.

All councillors and employees should read and understand this policy. Breaches should be reported to the Clerk or Chair.

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#### 5. Social Media Uses

The Council encourages the use of social media for:

- Posting notices, dates, and details of meetings

- Advertising events and activities organised by the Parish Council
- Sharing Council news and decisions
- Promoting good news stories relevant to the community
- Linking to appropriate websites and resources
- Advertising vacancies
- Sharing information from partners (e.g. Police, Cheshire East Council, Village Hall)
- Sharing information from community groups for public benefit
- Responding to enquiries and providing factual information

Where possible, content should mirror information on the Council's website for consistency.

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## **6. Social Media Standards – Official Council Platforms**

When participating in official Council social media platforms, the Clerk must:

- Ensure posts are published only via official Council accounts, not personal accounts
- Use professional, factual, and consistent tone
- Spell-check and grammar-check all posts
- Use photographs or graphics where appropriate to aid engagement
- Seek permission before publishing photographs or videos that identify individuals in private or sensitive settings. Where photographs are taken at public events, these may be freely published by the Council. For any images of children, parental consent must always be obtained before use.
- Never post information that breaches legislation, copyright, or confidentiality
- Ensure official responses are concise, factual, and respectful
- Avoid escalating disputes, instead correct misrepresentations calmly and factually
- Remove any defamatory or inappropriate comments promptly

Comments on posts may be enabled or disabled depending on the nature of the post and the likelihood of inappropriate or unhelpful responses. The Council will always encourage members of the public to direct communications to the Council via formal channels (such as email or written correspondence) rather than relying on responses to social media posts.

The Council does not permit residents to post directly on its social media feeds, to ensure content remains relevant and manageable.

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## **7. Councillor Interaction with Council Social Media**

- On occasions where councillors or staff choose to post in the comments section of Council posts from their personal accounts, they must clearly identify themselves by name and role.
- Councillors may share Council posts to their own pages.
- If approached via other forums, councillors should redirect enquiries to the official Parish Council page.

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## 8. Councillor Social Media Standards – Personal Use

When using personal or councillor-specific social media accounts:

- Personal opinions must not be presented as those of the Council.
- Council information should be shared from the official page to ensure accuracy.
- Councillors should not act on behalf of the Council through personal accounts.
- Avoid statements that may embarrass the Council or damage its reputation.
- Respect confidentiality and privacy at all times.
- Avoid inflammatory remarks, personal attacks, or discriminatory language.

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## 9. Councillor Run Social Media Profiles

Councillors may create and manage their own social media pages to promote their work as a councillor.

The following requirements apply:

1. **Profile Format** – Councillor pages on Facebook must be set up as “Pages” that allow the public to like and follow, not as personal profiles requiring friend requests.
2. **Disclaimer Requirement** – The “About” or “Impressum” section of any councillor run profile must include the following disclaimer text:

*“This page is maintained by [Name], Councillor for Haslington Parish Council. The views expressed here do not reflect the views of other councillors and cannot be deemed as the views of Haslington Parish Council in its entirety. Statements reflecting the collective views of Haslington Parish Council will be issued via the official Parish Council channels or website.”*

3. **Consistency** – Where councillors wish to share Council-related information, they should share or repost from the official Haslington Parish Council page to ensure accuracy.
4. **Standards** – Councillors remain bound by the Code of Conduct in all online activity. Content must not be defamatory, discriminatory, or misleading.
5. **Representation of Work** – Councillors must not promote work completed in an individual capacity as being the work of the Council. Any personal initiatives, activities, or achievements should be clearly distinguished from the official work of Haslington Parish Council.

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## 10. Monitoring and Enforcement

- Misuse of social media may constitute a breach of the Code of Conduct and be referred to the Monitoring Officer.
- In serious cases, misuse could amount to a criminal offence.
- Breaches may also be investigated under the Council’s complaints or grievance procedures.

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## 11. Review of Policy

This policy will be reviewed as required, and at least every 2 years, or sooner if issues arise.

***This policy was adopted by Council at the meeting held on the 1<sup>st</sup> September 2025.***