

PUXTON PARISH COUNCIL

Puxton & Hewish

Clerk: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, Somerset BS49 4JG
Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk
Website: puxtonparishcouncil.org.uk

You are summoned to a Zoom Meeting on Thursday 1st October 2020 at 7pm

Members of the public may join the meeting via the link:

<https://us04web.zoom.us/j/77785073863?pwd=OW9WSXhtZC8wV0V0OS9yeU1NamFFZz09>

They are only able to participate in the meeting during the Public Session at Agenda Item 3

Don Hill - Clerk

AGENDA & AGENDA NOTES

We have a vacancy for one Councillor - contact the Clerk or a Councillor, in the first instance, to apply

- 1 **APOLOGIES FOR ABSENCE:** Cllr Redding
- 2 **DECLARATIONS OF INTEREST**
- 3 **PUBLIC SESSION** (15 minutes) Contributions are limited to 3 minutes and should be concise and to the point.
- 4 **MINUTES OF LAST MEETING** - 3rd September 2020 - to be agreed, and signed by the Chair.
- 5 **MATTERS ARISING NOT DEALT WITH ELSEWHERE**
- 6 **PLANNING** (For full application details visit <https://planning.n-somerset.gov.uk/online-applications/>)
New: 20/P/1756/FUL Opposite Full Quart; New timber stable block; change of use from agricultural to equestrian
Decisions Due: 19/P/0815/FUL Puxton Park car park. 19/P/2633/FUL Mendip View units. 20/P/0701/FUL Puxton Park buildings. 20/P/1250/OUT Static home in Maysgreen Lane. 20/P/1493/FUL Cowslip Lane industrial units. 20/P/1441/R3 Oldbridge Bridge. 20/P/1828/LDE Chestnut Court Certificate of lawful development. 20/P/1697/EA1/EA2 Park&Ride Adj Heathfield Park EA2 seeks guidance on its scope and presentation of require impact assessment. No further comment needed from PC. 20/P/1555/FUL Heathgate Farm barn.
Granted: 20/P/1624/TPO Treetops Pollard. 20/P/1684/TPO St Annes Lodge pollard. 20/P/1596/FUL Penfold Plastics storage.
Refused: 19/P/2773/FUL Pilhay alterations.
- 7 **FINANCE**
2020-21 Accounts: Pre-circulated to Members.
Cheques: 263: ...
- 8 **ITEMS MONITORED BY CLERK** (shared with Area Officer each month)
A370 Pedestrian Crossing: Lock-down has slowed this project, but it is being progressed.
Puxton Lane Goose Acre Farm: Culvert works re flooding in progress.
Puxton Road: Work re flooding at Council Houses *might* be funded from this financial year's budget.
A370 - on the bend near SJH Machinery:
 - i) **Flooding:** NSC discussions with the IDB about the water levels in the ditch are ongoing.
 - ii) **Vibration damage:** NSC highway repairs completed at this point.**A370 link between Old Post Office and Palmers Elm:** This needs widening. Area Officer hopes to be able to do this; alternatively, APS may be able to do it as part of the Parish Maintenance programme.
Ragwort: NSC policy as per regulations - will clear if asked by 3rd party with grazing nearby.
Flooding Outside Howard Cottage: There is a blocked gully under this flood that needs jetting.
Tubs - Old Post Office Lay-by: Tubs written off. Incident reported to NSC. Will remove 2nd tub if neighbours wish.
Puxton Road: a new gateway now completed with splay.
Bristol Road Opposite Treefields: repair on to-Weston side causing vibration problems for residents.
- 9 **OTHER MATTERS**
Governance: Updated Standing Orders to NALC Model for approval.
NSC Standards Sub-Committee: Cllr Redding willing to be PPC representative. To be agreed and posted to website.
- 10 **COUNCILLORS' REPORTS**
- 11 **DATE OF NEXT MEETING** - November 5th 2020 at 7pm via Zoom.

Minutes of the Zoom Parish Council Meeting Held on 3rd September 2020 at 7pm

*All meetings are held at 7.30pm in the Village Hall unless stated otherwise.
Stuart Treadaway, our Ward Cllr, attends when possible.*

Present: Cllrs Jim Corbett (Chair), Lynda Redding, Jim Howard
In Attendance: Don Hill (Clerk)
Public Attendance: 0

- 060/20 APOLOGIES FOR ABSENCE:** Peter Penfold. James Glimstead. Cllr C Penfold was 'glitched' into not being able to enter.
- 061/20 DECLARATIONS OF INTEREST** - none
- 062/20 PUBLIC SESSION** - None
- 063/20 MINUTES OF LAST MEETING** - 23rd July 2020 - noted, agreed, and reserved for signing by the Chair.
- 064/20 MATTERS ARISING NOT DEALT WITH ELSEWHERE** - none
- 065/20 PLANNING** (*For full application details visit <https://planning.n-somerset.gov.uk/online-applications/>*)
For Ratification: Reviewed, commented on to NSC planning ratified here: **20/P/1828/LDE** Chestnut Court Puxton Lane - Certificate of lawful development for continuous occupation in breach of condition no:6 in excess of 10 years - re Somerset Planning Consent: 88541, of 18/1/71. **20/P/1697/EA1** Park&Ride Adj Heathfield Park, Bristol Road - is an Environmental Impact Assessment required for the change of use from gypsy pony track/agricultural land to Park and Ride for Bristol Airport with 3101 spaces. **20/P/1555/FUL** Heathgate Farm barn. **20/P/1596/FUL** Penfold Plastics industrial storage building. **20/P/1684/TPO** 1 St Annes Lodge, Lime pollard.
Decisions Due: **19/P/0815/FUL** Puxton Park car park. **19/P/2633/FUL** Mendip View units. **19/P/2773/FUL** Pilhay alterations. **20/P/0701/FUL** Puxton Park buildings. **20/P/1250/OUT** Static home in Maysgreen Lane. **20/P/1493/FUL** Cowslip Lane, 3 industrial units. **20/P/1624/TPO** Treetops Pollarding. **20/P/1441/R3** Oldbridge Bridge. Cllr Redding noted that some local reservations, beyond some already received, about the 'loss' of the old bridge will surely be received once the new bridge build starts. She pointed out that our ability to have a sustainable Community Information Sheet would mean we could garner first hand local reactions that we currently have to very much second guess.
Approved: **20/P/1225/FUH** Watermans side and rear extensions. **20/P/1322/MMA** barn exterior brick.
- 066/20 FINANCE**
2020-21 Accounts: Pre-circulated to Members, reviewed and noted.
Cheques: 261: Adrian Leonard Parish Maintenance £288.00. **262** HMRC PAYE Jul/Aug/Sep £163.20
- 067/20 ITEMS MONITORED BY CLERK** (*shared with Area Officer each month*)
A370 Pedestrian Crossing: Lock-down has slowed this project, but it is being progressed.
Puxton Lane Goose Acre Farm: Culvert works re flooding in progress.
Puxton Road: Work re flooding at Council Houses *might* be funded from this financial year's budget.

A370 - on the bend near SJH Machinery:

- i) **Flooding:** NSC discussions with the IDB about the water levels in the ditch are ongoing.
- ii) **Vibration damage:** NSC are repairing the highway at this point.

A370 link between Old Post Office and Palmers Elm: This needs widening. Area Officer hopes to be able to do this; alternatively, APS may be able to do it as part of the Parish Maintenance programme.

Puxton Road and the Oldbridge River bridge: overgrowth now cleared.

Ragwort: Out of control in places. Awaiting news from NSC on their current management policy.

Flooding Outside Howard Cottage: There is a blocked gully under this flood that needs jetting.

Tubs at Old Post Office Lay-by: one destroyed by lorry moving out to A370. Clerk to write tubs off Asset Register and report incident to NSC. Clerk to convey thanks to neighbour for caring for the tub after PCC care ceased due to lack of volunteer help.

068/20 OTHER MATTERS

North Somerset Council Local Plan to 2038: A response to the initial - Challenges - document was prepared covering the two parish councils that the Clerk is employed by. This was shared with Councillors and submitted to NSC [per the attachment to these minutes](#).

069/20 COUNCILLORS' REPORTS

Cllr Redding: One of the old village families - the Raines - have recently put a commendable effort into work at the Holy Saviour Church graveyard, and a genuine vote of thanks is extended to them.

Cllr Corbett: Leaving Puxton Village, on Puxton Road, a new gateway has been made on the right hand side. Although the gate is set back from the road, the path, which has been in place for some two years, has no splay as it junctions with the highway. Given that this junction is at a blind spot onto an increasingly busy road, a splay is surely essential for the optimisation of road safety. Clerk to investigate and report to NSC enforcement as needed.

Cllr Howard: raised the different times between our online meetings and our Village Hall meetings. After consultation with Members, our 1st Zoom meeting was at 6pm. After consultation between the Chair and Clerk, this present meeting was at 7pm. We need a clear timing for future meetings, be they in the Hall or on Zoom. It was agreed that, given there was no travel involved in Zoom meetings, they would start at 7pm and Meetings in the Hall would, as always in the past, start at 7.30pm.

070/20 DATE OF NEXT MEETING - October 1st 2020 via Zoom.
Cllr Redding will not be able to attend this meeting.

The meeting closed at 8.05pm

The NSC Long Term Plan 2023 - 2038 - CHALLENGES Consultation
COMBINED RESPONSES FROM PUXTON & WALTON-IN-GORDANO PARISH COUNCILS

Question 1: What are your hopes and fears about having new development near where you live?

Answer 1a: Walton-in-Gordano has listed buildings, is in a conservation area and in the greenbelt. It does not offer new home sites, now the extant Mobile Home licences at Walton Bay have been used up.

Answer 1b: Puxton is in a flood zone, but with river and sea defences, has never flooded in living memory. The opportunity to build to provide jobs, to keep the younger population in the area, and to enable a more social community structure to develop is an aspiration that is strongly held, despite the historic reservations of NSC administrations. Without it, the area might well, socially, stagnate.

Answer 1c: For those who have always lived in North Somerset, the rural idyll of the 1950s and 60s has long been overrun by the pressures of a burgeoning population that is a sine qua non of living so close to one of the nation's major cities.

The admirable vision of North Somerset building a locally sustained housing stock, has to be balanced by the reality that people will increasingly move into the area to commute to Bristol. A consequence will be that those of a more affluent disposition will move to more rural areas of Somerset and commute in to North Somerset, which will be increasingly populated by 'city' dwellers. The views and wishes of the local populations will, ultimately, have little sway on the hard economic realities unless 'the local plan' can be genuinely local and not at the dictat of central government.

Planning for Uncertainty

Question 2: What changes over the next 15 years do you think will affect how we need to plan for residents, businesses and communities?

Issues of optimal population planning are a separate debate. We have to plan for what research suggests our population growth will be to 2038 - some 18 years away, and with the assumption that there will be no constraints on the free movement and location of people.

The population of North Somerset in 2020 is some 215,000. In 2038 that will be around 253,000 based on net annual growth of some 2100. By 2038 net growth will be 38,000.

At 470 homes per 1000, we will need 17860 new homes by 2038 for our '38,000 new' population. As of 2020, assuming the government target of 1369 new homes per year being built in North Somerset, we will have 24642 extra homes. This means there will be 6782 new homes available to improve the lot of of the existing 215,000 residents. **IS THAT ENOUGH?**

Given the indications of lock-down - people's homes tend to be too small for them to live, work and play as a happy cohesive unit. With current new homes being significantly smaller than those of the 1970s, we do not want to end 2038 with 25,000 new 'slums': **ARE THE INTERNAL SPACE NEEDS OF OUR 25,000 NEW HOMES BEING GIVEN ADEQUATE CONSIDERATION - WILL THE LAND PROVISION TO BUILD THEM BE ADEQUATE?**

Planning for Climate Stability

Question 3: Are you concerned that climate change may impact you or your family, business or local community in the future? And if so in what way?

Malthus was, of course essentially right. He just got the timing and scale wrong. Any long view of the future will probably have to strike an optimum between resources, population, need-over-greed, and a human ability to find workable world-consensus-led forms of governance. Covid-19 has demonstrated how significantly we can improve our climate when needs must. Whatever one's views on climate change, work on sustainable eco-systems and non-polluting fuel generation seem to be making our lives better. Political will, NYMBY and nuclear unease are perhaps the things that will impede the logic of speedy progress towards climate stability. Non-action on climate change may well, over time, generate a disgruntled and rebellious population, increasingly starved of the resources of survival.

Economic Planning

Question 4: How should we plan for how you and your family will work in the future, or the future needs of your business?

Walton-in-Gordano: A few people run trade and services businesses from their homes, but there are no significant employment centres within the Civil Parish: With its being washed by the greenbelt, with much of it being in a conservation area and containing a number of listed buildings, it is an area anticipated to require maintenance rather than development during the plan period.

Most of the Civil Parish population live at Walton Bay and Walton Down. A significant number are retired. A significant number live on park home sites overlooking the Bristol Channel and out of view of the highway running along the coast between Walton Down and Nore Road Portishead. Most of the population have cars. Walton-in-Gordano Village and Walton Down tend to look towards Clevedon for the essentials of life; Walton Bay looks to either Portishead or Clevedon. Fast broadband is expected within 2 years. Although not used heavily, the two bus routes between Portishead and Clevedon are vital to the population's sense of independence.

Puxton: The flood plain on which the bulk of the Civil Parish lies means that most development activity relates to the logical and needed upkeep and expansion of existing dwellings and businesses. The ability for this to be possible is crucial to the long term well-being of the community. Whilst development zones are neither expected or demanded, some strategic additions to affordable housing stock and to local businesses will be looked for to maintain the dynamic of the community and to encourage our younger population to be able to afford to stay within the parish.

Planning for Homes

Question 5: What sort of types and sizes of houses do you think will be needed for your community in the future?

Walton-in-Gordano: For the reasons stated in Question 4, new homes or businesses are not expected to part of the subject Long Term Plan.

Puxton: For the reasons stated in Question 4, the provision of affordable housing, both for locals and to provide accessibility to local employment opportunities will be critical.

Infrastructure Planning

Question 6: What do you think makes a good community?

For rural parishes, the ability of residents to be able to move freely and safely about their parish and to have access to reliable transport networks to get them to education, employment, services and shopping facilities that may not to be available within their communities.

Sustainable Development

Question 7: Do you agree with these? Are there any others which are important to you?

The Local Plan concentrates of the development of urban hubs within existing towns or large villages. Such hubs must include a proper balance of homes and of employment, education, services and shopping to ensure they develop as cohesive communities. If hubs are expected to support the needs of a commuting population, then they should be located in spaces close to the host employment area - even if that means realistic adjustments to the green belt. If the services of the new hubs are expected to attract rural patrons, then they must be complete enough to make journeying to them an alternative rather than an extra and access to them must be supported by an adequate and reliable public transport service.

Protecting Green and Blue Space

Question 8: We have come to value our local footpaths and green spaces more since Covid-19. How can we ensure that future residents benefit from access to green spaces?

By demanding the inclusion of such spaces in all future developments. By improving and adding, where possible, to those within existing built areas. By developing a *sustainable* policy towards the management and development of the public footpath and bridleway network. By building on the resource represented by the Coastal Path and Strawberry Line networks with which we are blessed. By seriously committing to the Quiet Lanes strategy to ensure that leisure users of such places as Inwood Lane and Youngwood Lane can occupy those spaces in an atmosphere of safe enjoyment.

The Role of the Green Belt

Question 9: Should we be thinking about adjusting the Green Belt boundary if necessary?

See the response to Question 7 above.

QUESTION 10: The previous sections set out the six challenges that we feel the Local Plan should address (shown below). Are there any other challenges you feel we need to address through the Local Plan?

(Climate Emergency - The Future Role of the Green Belt - Protecting Important Green & Blue Spaces - Supporting Our Economy - Providing Homes and Creating Communities - Creating a Sustainable Future)

The plan as indicated here will be the subject of minute development by experts. Given the detail already indicated, and experience in the development of the now defunct plan to 2036, it is perhaps easier for the average lay person to react to 'givens' rather than to pro-actively engage in blue sky thinking. This will perhaps be the case for very small parishes who may be less directly impacted by the plan than larger ones.

A Post-Covid-19 Vision

Question 11: Is this vision still appropriate post Covid-19?

See the response to Question 2 above

Key Aims of a Long Term Plan

Question 12: Do these reflect your aims, those of your family, community or business?

The plan is a necessarily urban take on an increasingly urban area. Notwithstanding the green belt, and given the sanctity of ANOBs, SSIs and the like, the smaller parishes may well, over time, become pockets of ruralism within this more urban setting. The reality of this is indicated by the history of Bristol's expansion over the past century and, indeed, the expansion within North Somerset of Weston-Super-Mare and of places that were essentially villages such as Nailsea and Portishead. There is nothing in this plan that would indicate otherwise, given that it is necessarily driven by the demands of central government rather than those of the local population. The really rural folk will have to move elsewhere in time!

Planning Priorities

Question 13: Have we identified the right priorities and are there any missing, which do you think are the most important and why?

See the response to Question 10.

PUXTON PARISH COUNCIL STANDING ORDERS

from NALC Model Standing Orders 2018 (England)

Sections of these Standing Orders are not relevant to this Parish Council as it functions in 2020. However, experience thus far, and increasing opportunities for Parish Councils to be pro-active in the advancement of local projects, means it is prudent to have a framework in place that provide operational guidelines that can be scaled to our needs, should circumstances arise in which they are needed. Standing Orders in bold type are legally mandated.

1. RULES OF DEBATE AT MEETINGS

- a. Agenda items shall be considered in the order that they appear unless the order is changed at the discretion of the meeting chair.
- b. Progress of Agenda Items that is not agreed by consensus will be put to a vote after being proposed and seconded.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY *(Ordinarily, the Council has no committees, but provision is made for them at Standing Order 4)*

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda at the invitation of the Chair of the meeting. If there is a formal public participation session this will normally be within that session.
- f. If a period of time is designated for public participation at a meeting in accordance with standing order 3(e) it shall not exceed **15** minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than **3** minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. **Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council).**
- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. (See standing order 4d(viii) for the quorum of a committee or sub-committee meeting).**
- w. If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of **2** hours.

4. COMMITTEES AND SUB-COMMITTEES

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **2** days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the**

Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chairman of a committee or a sub-committee does not call an extraordinary meeting within **3** days of having been requested to do so by **2** members of the committee or the sub-committee, any **2** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **2** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING REQUIRING WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **5** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **5** clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION *See also standing order 20.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information, including personal data, which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS *See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate **another staff member** to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER *(Currently the Parish Clerk is the Proper Officer and the Responsible Financial Officer)*

- a. The Proper Officer shall be either (i) the clerk or (ii) **other staff member(s)** nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed; *(see also standing order 23);*
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR;
 - xvi. manage access to information about the Council via the publication scheme; and

xvii. be custodian of the Seal (be there one) which shall not be used without a resolution to that effect. (see *standing order 23*)

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint **appropriate staff member(s)** to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS *(Currently the Council only employs a part time Clerk)*

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of absence occasioned by illness or other reason and that person shall report such absence to the next meeting of the Council.
- c. The chairman or in his absence, the vice-chairman (if there is one) shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk and Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman or in his absence, the vice-chairman (if there is one) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council or any committee of sub-committee that it shall appoint for such purpose.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of a committee or sub-committee, this shall be communicated to another member of the committee or sub-committee, which shall be reported back to and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION *See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION *(Below is not an exclusive list) See also standing order 11*

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS *See also standing orders 15(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **2** councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.