

PUXTON PARISH COUNCIL

Puxton & Hewish

Clerk: Donald Hill

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You are summoned to a Council Meeting at 7pm on September 2nd 2021

All meetings are held at 7.00pm in the Village Hall unless stated otherwise

All are welcome, unless precluded by a procedural resolution. You will not be entitled to speak, except within the Public Session

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

Don Hill - Clerk

AGENDA & AGENDA NOTES

We have a new ward councillor for Congresbury and Puxton - Phil Neve - Welcome Phil!

1 APOLOGIES FOR ABSENCE

2 NEW CO-OPTED COUNCILLOR

Helen Riddell's application was discussed and unanimously agreed to via email. Due to cancellation of our July meeting, Helen's role as a Councillor only becomes effective by agreement at this meeting, and completion of the necessary paperwork.

3 DECLARATIONS OF INTEREST & DISPENSATIONS

4 PUBLIC SESSION *(15 minutes - Contributions are limited to 3 minutes: they should be concise and to the point.)*

5 MEETING MINUTES FOR PC AND ANNUAL RESIDENTS' MEETINGS + MATTERS ARISING

5th May 2021 meetings minutes to be agreed for signature by the Chair.

6 PLANNING *(Full details at <https://planning.n-somerset.gov.uk/online-applications/>. New applications may be listed on the Monday immediately prior to the meeting; if so, details will be pre-circulated to Councillors and be included within this agenda)*

New: 21/P/1800/FUL Elm Farm, East Hewish - conversion of barn to one bed bungalow. It was established that the justification for this application was as declared in the application. On that basis, it was supported, with no objections being raised. (To ratify)

Decisions Due: 20/P/1438/FUL Park & Ride, Heathfield Park. 19/P/0815/FUL Puxton Park car park. 21/P/1063/AOC Mendip View Discharge of conditions.

Approved: 20/P/1756/FUL Opposite Full Quart; stables. 21/P/0511/FUH Tile House Studio Extension.

21/P/0676/FUL Willow Farm Drive. 20/P/2790/FUL: Puxton Court Farmhouse: 3 dwellings. 21/P/0808/FUH Rosemary Cottage extension.

Approved but comments to be ratified as these applications were considered electronically: 21/P/1432/FUL Rose Cottage Wick Lane Change of use garden room to bedroom. Whilst some members did not object, others objected to the application because, whilst ostensibly a straightforward application for a change of use, the argument for the change revolves around the need to accommodate a third family member, on an occasional basis, in a house with three bedrooms already. 21/P/1320/FUL Workshop/store - via email - No objections, but will the site will be too congested?

7 **FINANCE**

2020-21 Accounts: Pre-circulated with meeting papers.

Payments (*online - to ratify*): **HMRC PAYE** April-June £198.00 **Adrian Leonard** June Parish Maintenance £288.00

Payments Due: **HMRC PAYE** Jul-Sep £198.00

8 **OTHER MATTERS**

Maysgreen Lane: Possible 20mph speed limit within NSC extended zones? NSC say that it would not meet the necessary criteria for a 20 limit - it needs significant housing on both sides of the road, to distinguish between the 30 and the 20 limit.

Public Footpaths: Outcome of NSC footpaths initiative awaited.

A370 Village Entry Planters: Can a sustainable planting and maintenance regime be put in place?

Village Hall Wi-Fi:

Governance: ratification of the '**Vexatious Behaviour Policy**' and updated **Code of Conduct**.

Queen's Platinum Jubilee 2022

2023 Parliamentary Constituency Boundary Review: Initial proposal is to put the Congresbury ward in the Wells Constituency and rename it 'The Wells and Mendip Hills Parliamentary Constituency'. Any change will not alter the local government boundaries of North Somerset Council, of which we will remain a Ward.

Parish Council Facebook Page?

Website Cllr Information Update

Councillor Dedicated PC Email Addresses?

Use of Notice Boards

Unlicensed Large Commercial Signs: have appeared for caravan Storage on A370 Hewish

9 **ITEMS MONITORED BY CLERK** (*shared with Area Officer each month*)

A370 Pedestrian Crossing: Installation due.

A370 link between Old Post Office and Palmers Elm: to be done by works team; date awaited

Blocked gullies: Gullies at A370 The Old Post Office lay-by are blocked: reported to NSC.

Puxton Road: Work re flooding at Council Houses has been done.

10 **COUNCILLORS' REPORTS**

11 **DATE OF NEXT MEETING** - Thursday October 7th in the Village Hall at 7pm

Minutes of the Annual & Ordinary Zoom Meetings at 7pm on Thursday 6th May 2020

All meetings are held at 7.00pm in the Village Hall unless stated otherwise

Stuart Treadaway, our Ward Cllr, attends when possible

There are vacancies for further Councillors - please contact a Councillor or the Clerk if you are interested in becoming involved

Present: Cllrs Jim Corbett (Chair), Lynda Redding, Peter Penfold, Clayton Penfold.

In Attendance: Don Hill (Clerk)

Public Attendance: 0

045/21 APOLOGIES FOR ABSENCE

ANNUAL MEETING

046/21 ELECTION OF CHAIR & VICE CHAIR

It was unanimously agreed that the Current chair (Jim Corbett) become Vice-Chair and the current Vice Chair (Lynda Redding) becomes Chair for the year to May 2022. Cllr Redding will complete a Declaration of Acceptance of Office. Clerk to record changes with NSC and website.

047/21 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Cllr Redding to continue as our representative on the NSC Standards Sub-Committee.

048/21 CHAIRMAN'S REPORT

Pre circulated, noted and forming part of these minutes, as attached.

ORDINARY MEETING

049/21 DECLARATIONS OF INTEREST

None

050/21 PUBLIC SESSION

There was no public session

051/21 MEETING MINUTES AND MATTERS ARISING

The minutes of the meeting held on 1st April 2021 were agreed for signature by the Chair.

052/21 GOVERNANCE

Annual Governance Statement Approval: In relation to the Annual Review of Governance documents (Minute 020/21 of the February 2021 meeting), Section 1 of the 2020-21 Annual Governance and Accountability Return (AGAR) - The Annual Governance Statement - was pre-circulated with the meeting papers, was reviewed, agreed, and will be signed by the Meeting Chair and Clerk as a true representation of the Council's internal governance controls.

- 053/21 PLANNING** (For full application details visit <https://planning.n-somerset.gov.uk/online-applications/>)
New: **21/P/0808/FUH** Rosemary Cottage, Wick Lane - single storey side and rear ground floor extensions to main dwelling and extension to rear of garage to create summer house. **No Objections**
21/P/1063/AOC Mendip View Business Park - Discharge of conditions 19 (Ecological Constraints), 20 (LEMP), 22 (Surface water), 23 (Foul drainage) and 25 (CMP) on application 19/P/2633/FUL (for information only).
Decisions Due: **21/P/0676/FUL** Willow Farm Drive. **21/P/0511/FUH** Tile House Studio Extension. **20/P/1438/FUL** Park & Ride adjacent to Heathfield Park. **20/P/2790/FUL:** Puxton Court Farmhouse: 3 dwellings. **19/P/0815/FUL Puxton Park** car park. **20/P/1756/FUL** Opposite Full Quart; stables.
Approved: **21/P/0417/FUH** Chestnut Court: Extension.
Refused: **21/P/0542/AGA** Willow Farm Barn (proposal does not constitute permitted development).
- 054/21 FINANCE**
i) 2019-20 Accounts: Internal audit now complete.
ii) Annual Governance and Accountability Return 2020/21 (AGAR): Certificate of Exemption – “AGAR 2020/21 Part 2” & Section 2 - “Accounting Statements 2020-21”: each reviewed, agreed and signed off. **Accounts to be posted to web with Exercise of Public Rights notice at due date.**
iii) 2020-21 Accounts: These were pre-circulated, reviewed and noted.
iv) Payments: (via online banking). **Phil Smith** Internal Audit £45.00. **APS** Parish Maintenance £288.00
- 055/21 OTHER MATTERS**
Maysgreen Lane: Possible candidate for 20mph speed limit? NSC may be extending 20mph zones. Government’s guideline average speed needs to be as low as 24mph for a 20mph zone to be installed. **Clerk to sound out NSC.**
Public Footpaths: Outcome of NSC footpaths initiative awaited.
A370 Village Entry Planters: Due to volunteers leaving the area and, very sadly, one dying, care of these planters has lapsed for the past two years. Immediate neighbours to the planter at the J21 entry to Hewish have offered to plant it up and water it this year. Cllr Redding will write to to thank them and assure them of our support. In July, thought will be given to both this planter and its counterpart at the Congresbury entry to Hewish. Hopefully a sustainable planting and maintenance regime - which includes regular watering and soil maintenance of course - can be put in place. If it cannot be, the planters will need to be capped to prevent the growth of the unsightly weeds we have seen recently.
- 056/21 ITEMS MONITORED BY CLERK** (shared with Area Officer each month)
A370 Pedestrian Crossing: Installation due.
Puxton Road: Work re flooding at Council Houses appears to have been done. **Clerk to confirm via NSC.**
A370 link between Old Post Office and Palmers Elm: to be done by works team; date awaited
- 057/21 COUNCILLORS’ REPORTS**
Cllr Redding: Holy Saviour Churchyard - Cllr Redding has been able to put together a maintenance team to carry on the ground-keeping so successfully started last year in conjunction with volunteers from Congresbury. The Hewish & Puxton team is larger for 2021 and will hopefully be able to carry a greater burden of the work needed to look after this cherished site, where many local families maintain graves. All are welcome to join the next tidy up sessions on May 21st, June 12th, July 3rd at 11am.
- 058/21 DATE OF NEXT MEETING - Thursday July 1st in the Village Hall at 7pm ***

* June Meeting Date: Evolving Covid-19 regulations mean it will not be possible to hold parish council meetings - electronic or in person - from 7th May until June 21st: therefore there will be no Parish Council meeting in June. Members agreed that future meetings should continue to start at 7pm.

The meeting closed at 7.30pm

Puxton Parish Council Annual Meeting - via Zoom - 6th May 2021 at 7pm

Report of the Chair

Meetings

Covid has meant the past year has been extraordinary, and perhaps less busy, than a normal year.

There was no meeting in April.

Following guidance, there was no Annual Residents' Meeting in 2020. A ruling came out that electronic signatures would not be acceptable on audit documents, so a brief meeting was held in the car park of the Village Hall, towards the end of May, to sign off the the audit papers and to ratify the pre-agreed annual meeting matters.

The next meeting was in July and was our first attempt at a virtual meeting. Luckily, although some of us had previously had no cause to use Zoom, we got the hang of it, and were lucky that, with notoriously poor signals in parts of our parish, all Councillors were able to get a good enough broadband signal to manage meetings.

With, as usual, no meeting in August, We re-started Zoom meetings (at 7pm rather than at 7.30pm) on the 1st Thursday of each month.

After May 6th 2021, latest sources of guidance (as usual somewhat conflicting) mean that we will not be able to hold meetings, electronically or in person, until June 21st 2021.

Agendas

In July we had 12 planning applications going through the NSC system, and a healthy flow of these continued to appear from month to month... some contentious, but most fairly routine.

There were also a range of highway issues that looked as though they would be severely slowed down by an overstretched workforce. As some were dealt with others appeared, of course, but the main future 'event' will be the replacement of the Oldbridge River bridge, for which NSC now have planning permission. We are also expecting a central reservation to be installed on the A370 in the area of the bus stops near Palmers Elm.

Everyone is seriously concerned about the NSC delays in rectifying the drainage issues at Council Houses in Puxton Road. The road floods on a bend and is an invitation to skid to an unwary driver. The floods often make the road impassable for pedestrians and cut off the entrance to at least one of the houses.

Finance

An uneventful year. Key recurring expenditures are now managed via bank standing orders. Cheque handling has proved a bit of a challenge during Covid, with our creditors proving to be very tolerant of delays enforced by the various-lockdowns. We have now got online banking to secure a smoother payment provision and to cover payments in the event of any future lock-down problems.

All-in-all then, an unusual year, from which we hope to move on positively as we emerge from the Covid crisis - a process which may take years rather than months.

CLLr Jim Corbett - Chair
May 2021

Agenda Item 5ii

PUXTON CIVIL PARISH

2021 ANNUAL RESIDENTS MEETING

Held Via Zoom On Thursday 6th May 2011 At 7.30 pm

6 Residents attended the meeting, which was Chaired by Jim Corbett, Chair of Puxton Parish Council

Minute Taker: Don Hill

MINUTES

ARM21/01 APOLOGIES

No apologies were received

ARM21/02 MINUTES OF THE ANNUAL PARISH MEETING OF MAY 9TH 2019

These were circulated to attendees and signed off in June 2019 and were therefore not a formal agenda item for this meeting. There was no meeting held in May 2020 due to Covid-19.

ARM21/03 REPORTS TO THE MEETING

Due to the restrictive circumstances prevailing during the past year there were no reports from local organisations called for this meeting, which, of regulatory necessity, had to be held via Zoom.

ARM21/04 DISCUSSION

Environmental Issues: Three significant concerns were raised and were recognised by everyone to be very hard to crack - viz. Speeding along our lanes: Overweight vehicles using the Oldbridge River Bridge: Fly-tipping.

NSC are known to be studying the feasibility of extending 20mph zones to cover wider village areas. Whilst this will help with driver awareness, the limits have to be enforceable to be effective.

NSC has planning permission to replace the current Oldbridge River bridge with an entirely new structure which will be safer for all users, albeit less visually appealing. There is not a date set for the work yet.

Flytipping on the highway is removed by NSC, off the highway it is the responsibility of the landowner.

The Village Hall: The Hall is open for a limited range of activities already. It will open up to more activities as Covid-19 regulations permit. Freedom for everyone to 'return to normal' may yet be some time off, though.

The final tranche of funding is now in place to complete the updating programme. Various internal items such as curtains can now be fitted, and, most significantly, a bio-digester can be installed to replace the existing septic drainage.

There were no further topics raised so the Chair thanked everyone for attending, and for taking part in this very short meeting!

The meeting closed at 7.40 pm

Agenda Item 8

VEXATIOUS REQUESTS & COMPLAINTS POLICY

A policy for dealing with abusive, persistent or vexatious requests/requestors, and/or complaints/complainants

*Where the words “request” and “requester” are used, they should be read as “complaints” and “complainants” as appropriate
(Template provided by Avon Local Councils Association - ALCA)*

Adopted on September 2nd 2021

1 Introduction

- 1.1** This policy identifies situations where a person making a request, either individually or as part of a group, or a group of requesters, might be considered to be habitual or vexatious. The following clauses form the Parish Council’s policy for ways of responding to these situations.
- 1.2** In this policy the term habitual means ‘done repeatedly or as a habit’. The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought purely to cause annoyance to the defendant’
- 1.3** Indicators that requests are vexatious are if:-
 - a) they include abusive or aggressive language.
 - b) requesters can be said to bear a personal grudge or make completely unsubstantiated accusations against the Parish Council or specific employees.
 - c) requests from individuals are unreasonably persistent, frequent or overlapping.
 - d) the effort required to meet the request will be so grossly oppressive of strain on time and resources, that the Parish Council cannot reasonably be expected to comply, no matter how legitimate the matter or valid intentions of the requester.
- 1.4** This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.5** The term request in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 1.6** Habitual or vexatious requests can be a problem for Council staff and members. The difficulty in handling such requests is that they are time consuming and wasteful of resources in terms of Officer and Councillor time. While the Parish Council endeavours to respond with patience and sympathy to the needs of all requesters there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.7** When dealing with any request the Parish Council should consider
 - a) the burden complying with requests would bring on it
 - b) the motive of the requester
 - c) the value or serious purpose of the request
 - d) if dealing with the request would cause any harassment of or distress to staff
- 1.8** Raising of legitimate queries or criticisms of a request procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent requestor. Similarly, the fact that a requestor is unhappy with the outcome of a request and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.9** The aim of this policy is to contribute to the overall aim of dealing with all requests in ways which are demonstrably consistent, fair and reasonable.

2 Habitual or Vexatious Requesters

- 2.1** For the purpose of this policy the following definition of habitual or vexatious requesters will be used:
The repeated and/or obsessive pursuit of unreasonable requests and/or unrealistic outcomes and/or reasonable requests in an unreasonable manner.

- 2.2 Prior to considering its implementation the Parish Council will send a summary of this policy to the requester to give them prior notification of its possible implementation.**
- 2.3 Where requests continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Parish Council will seek agreement to treat the requester as a habitual or vexatious requester for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious requests.
- 2.4 The Clerk on behalf of the Parish Council will notify requesters, in writing, of the reasons why their request has been treated as habitual or vexatious and the action that will be taken. The North Somerset Unitary Councillor for the Ward will also be informed that a constituent has been designated as a habitual or vexatious requester.**
- 2.5 The status of the requester will be kept under review. If a requester subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3 Definitions

- 3.1 The Parish Council defines unreasonably persistent and vexatious requesters as those people who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of them or other people's requests. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular requester.
- 3.2 Examples include the way in which, or frequency with which requesters raise their issues and how requesters respond when informed of the Parish Council's decision about the request.
- 3.3 Features of an unreasonably persistent and/or vexatious requester include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious requester may:

- a) have insufficient or no grounds for their request and be making the request only to annoy (or for reasons that he or she does not admit or make obvious).
- b) refuse to specify the grounds of a request despite offers of assistance.
- c) refuse to co-operate with the request process while still wishing their request to be answered.
- d) refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- e) make an unreasonable number of contacts with the Council, by any means in relation to a specific request.
- f) make persistent and unreasonable demands or expectations of staff after the unreasonableness has been explained to the requester (an example of this could be a requester who insists on immediate responses to questions, frequent and/or complex letters, telephone calls or e-mails).
- g) harass or verbally abuse or otherwise seek to intimidate staff dealing with their request, in relation to their request by use of foul or inappropriate language or by the use of offensive and racist language or publish their requests in other forms of media.
- h) raise subsidiary or new issues whilst a request is being addressed that were not part of the request at the start of the process.
- i) introduce trivial or irrelevant new information whilst the request is being addressed and expect this to be taken into account and commented on.
- j) change the substance or basis of the request without reasonable justification whilst the request is being addressed.
- k) deny statements he or she made at an earlier stage in the request.
- l) adopts a 'scattergun' approach, for instance, pursuing a request or requests not only with the Parish Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors.
- m) persistently approach the Parish Council through different routes or other persons about the same issue.
- n) persist in seeking an outcome which the Parish Council has explained is unrealistic for legal or policy (or other valid) reasons.
- o) refuse to accept documented evidence as factual.
- p) combine some or all of these features

4 Imposing Restrictions

- 4.1 The Parish Council will ensure that the request is being, or has been addressed properly.
- 4.2 In the first instance the Clerk will consult with the Chairman of the Council prior to issuing a warning to the requester. The Clerk will contact the requester in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply**
- 4.3 **If the disruptive behaviour continues, the Clerk will issue a reminder letter to the requester advising them that the way in which they will be allowed to contact the Parish Council in future will be restricted. The Clerk will make this decision in consultation**

with the Chairman of the Council and inform the requester in writing of what procedures have been put in place and for what period.

- 4.4** Any restriction that is imposed on the requester's contact with the Parish Council will be appropriate and proportionate and the requester will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.
- 4.5** Restrictions will be tailored to deal with the individual circumstances of the requester and may include:
- a) banning the requester from sending emails to individuals and/or all Parish Council Officers and insisting they only correspond by postal letter.
 - b) requiring contact to take place with one named member of staff only
 - c) letting the requester know that the Parish Council will not respond to or acknowledge any further contact from them on the specific topic of that request (in this case, a designated member of staff will be identified who will read future correspondence from the requester.
- 4.6** **When the decision has been taken to apply this policy to a requester, the Clerk will contact the requester in writing to explain:**
- a) **why the decision has been taken.**
 - b) **what action has been taken.**
 - c) **the duration of that action.**
- 4.7** **The Clerk will enclose a copy of this policy in the letter to the complainant.**
- 4.8** Where a requester continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council may decide to refuse all contact with the requester and stop any investigation into his or her request.
- 4.9** Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. **In such cases, the requester may not be given prior warning of that action.**

5 New requests from requesters who are treated as abusive, vexatious or persistent

- 5.1** New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Chairman of the Parish Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor are ignoring genuine service requests or complaints where they are founded.
- 5.2** The fact that a requester is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6 Review

- 6.1** The status of a requester judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Chairman of the Parish Council after three months and at the end of every subsequent **six** months within the period during which the policy is to apply.
- 6.2** **The requester will be informed of the result of this review if the decision to apply this policy has been changed or extended.**

7 Record Keeping

- 7.1** **The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:**
- a) the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the requester.
 - b) when the restrictions came into force and ends
 - c) what the restrictions are
 - d) when the person and Parish Council were advised.
- 7.2** **The Parish Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.**

Code of Conduct

(From National Association of Local Councils LO9-12 updated May 2018 Code of Conduct for Parish Councils Template)

Introduction

Pursuant to section 27 of the Localism Act 2011, **Puxton Parish Council** ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

Behaviour

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in **Appendices A and B**.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in **Appendices A and B** within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in **Appendix A** the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in **Appendix A** which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in **Appendix B**, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in **Appendix B** if it is not already entered in his,/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in **Appendix B** which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in **Appendices A and B** if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests:

Employment, Office, Trade, Profession or Vocation

Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.

Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council-

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

Land

Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.

'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licences

Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.

Corporate Tenancies

Any tenancy where (to the member's knowledge)-

- (a) the landlord is the Council; and
- (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where-

- (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and
- (b) either-
 - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his,/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

* *'director' includes a member of the committee of management of an industrial and provident society.*

* *'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Appendix B

An interest which relates to or is likely to affect:

- (a) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (b) any body-
 - (i) exercising functions of a public nature;
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (c) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.