



MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL
Whitchurch-On-Thames Village Hall 20:00 Thursday 10th October 2019

Members Present:

Chairman	Jim Donahue
Vice Chairman	Rachel Hatcher - acting Chair for the meeting
Members	Katherine Higley Jonathan Steward

Officers Present:

Clerk	Jim Donahue - Acting
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Public and Press: Diana Smith, Alexa Duckworth-Briggs, Mark Candlish

The meeting started at: 20:00

- 1 Apologies for absence & read Mission Statement – Cllr Dragonetti, Cllr Bear
- 2 Declaration of Interests by Councillors on any items on the Agenda.
- 3 To note resignation of The Clerk
- 3.1 **Resolved:** To create the unpaid office of Proper Officer, to be fulfilled by a councillor until such time as a new Clerk & RFO is appointed or a Locum Clerk secured.
- 3.2 **Resolved:** To approve use of Clerk Job Description document to define the role of Proper Officer.
- 3.3 **Resolved:** To receive nominations and approve appointment of Proper Officer. Cllr Steward nominated Cllr Donahue. Cllr Donahue's appointment was unanimously approved by the council approve. Cllr Donahue will act as Clerk but he indicated he does not have the capacity to perform all of the Clerk duties. He will prioritise ensuring the business of the Parish Council can address the concerns of the village until such time as a new Clerk can be recruited. Vice Chairman Hatcher has agreed to chair the meeting allow Cllr Donahue to act in the role of Clerk.
- 3.4 **Resolved:** To review options regarding advertising for a new Clerk & RFO and approve associated budget. The role is being advertised on OALC web-site. A locum clerk is being sought but none have been identified so far. It will also be advertised on Berkshire and Hampshire Local Council webs-sites and the Whitchurch Web. Goring is also recruiting for Clerk and Cllr Donahue will liaise with them. Cllr Steward would like to be on the interview committee.

- 4 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Five minutes are reserved per item.

No items were raised.

- 5 Chairman's Announcements.

Cllr Donahue noted that 2 councillor vacancies are being advertised with a closing date of 20 October. We have had two residents expressing interest so far. Interviews will be arranged ahead of the November meeting when co-option would take place.

Cllr Donahue also noted that work on Manor Road over the next two weeks was expected to address many of the concerns with road and pavement surfaces highlighted in a recent walk through he had with OCC. He has asked OCC for more details, but it is not anticipated to cause ongoing road closures.

He stated that the supplier has chosen to make the repairs to the pillar on the Village Green confirms that they have received the specialists bricks required for the work and plan to schedule the work as soon as weather permits.

- 6 To approve minutes of the meeting of 12th September 2019 –

Resolved: Approved, unanimous.

- 7 Planning Applications – to discuss and agree Council's response to the following:

- 7.1 P19/S2922/HH Hopton Manor Road Whitchurch On Thames RG8 7EW.

Variation of condition 2 (approved plans) of application P19/S0343/HH 3 bay detached garage clad in timber with a clay tiled roof

Resolved No objections.

5 Swanston Field -

Resolved: Jim to submit planning response - No objection, agreed, unanimous.

P19/S3016/HH - 5 Swanston Field Whitchurch-on-Thames RG8 7HP - Proposed roof extensions including front and rear dormer windows and covered areas below eaves, and shower room addition to existing outbuilding for use as a guest room.

Resolved: Jim to submit planning response - No objection, agreed, unanimous.

- 8 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council.

8.1 SODC District Councillor Report - Much energy and care has been put in by the District Council in the matter of the Local Plan, which is currently at the “emerging” stage having been submitted but not adopted, and at a Cabinet meeting last week the recommendation was made to withdraw it and prepare a new one. At the full council meeting tonight, 10 October, there was a motion to accept that recommendation, and, it is probable, that that motion would be passed.

However, yesterday, a letter was received from the Secretary of State, copy attached, which instructed the District Council not to take any action in respect of the Local Plan, while he considered the matter further.

The objection the current council has to the Plan developed by the previous administration is the huge developments in the Oxford Green belt, which are then supposedly funding roads to address congestion issues caused by previous developments. I also attach a report on this (the housing infrastructure fund or HIF Appendix A) prepared by the county council. There are some maps which illustrate the extent of the new housing. While the proposed roads will relieve some congestion, there will be more traffic and congestion caused by these housing schemes. There is very little evidence of how the issue of global warming and zero carbon will be addressed by these proposals.

On an easier note, may I remind you of the Councillor Grant scheme, where I have £5000 to allocate to worthy schemes. Kidmore End are at the head of the queue for this year, but I am not sure how much they are applying for so how much will be left over. I also attach the information about this. The deadline is January 10th, so not long .

9 Finance

9.1 To note receipts for September 2019

Appendix A

Noted

9.2 To approve the payment schedule for October

Resolved: Agreed, the following cheques were signed

Payee	Amount	Purpose
MR Partnership Quantity Surveyor	£750	Cost estimate for new pavilion
Leslie Maynerd	£36.74	For plants in front of church entrance.
Environment agency	£62.02	Frontage slipway rental by Toll Bridge
Moore	£240	\external \Auditor fees

9.3 To note the reconciled bank account balance as at 30th September 2019.

Appendix B

Noted

9.4 To approve bank mandate variation to remove I Chantry, K Brookes, D Bowen, add remaining councillors, and update mailing address. Action: Cllr Donahue to follow-up.

Action: Jim to follow-up.

9.5 **Resolved:** To approve effectiveness of Internal Audit document for 2019/20. Approved, unanimous. **Appendix D**

9.6 **Resolved:** To approve Financial Risk Assessment policy document for 2019/20. Approved, unanimous.

Appendix E

9.7 **Resolved:** To approve the Internal Controls document for 2019/20. Approved, unanimous.

Appendix F

9.8 **Resolved:** To receive the completed External Audit documentation for 2018/19. Still awaiting receipt.

10 **Resolved:** To approve updated Standing Orders document. Cllr Steward would like to propose changes at a future meeting. Approved, unanimous. **Appendix H**

11 Improvements to High Street

11.1 Maintenance of Drains

Resolved: To approve role to coordinate village maintenance of drains taken by Cllr Beard. Warren to coordinate with Robin Maccaw and John Bradon who have taken this role in the past.

Mark Candlish asked about historical causes of flooding on Eastfield Lane. He was advised to get together with Richard Wingfield about flooding report Richard has been working on.

11.2 Painting of phone booth and removal of storage box at entrance to Manor Road.

Resolved: To approve funding of contractor for £250. Cllr Beard to coordinate this work.

11.3 Clearing Drainage Ditches on Whitchurch Hill - Cllr Donahue

Cllr Donahue provided an update on his request to OCC – OCC has committed to clear the drainage offlets by the end of October. These are in need of maintenance and are a cause of debris running down the High Street during heavy rains.

11.4 Discussion on options to protect yew trees on Manor Road

Cllr Higley raised the concern that parking on verge and creating mud pools may be having a damaging effect on the roots. She described this historic row of trees was once a grand entrance to Manor Road. Mark Candlish agreed that the entrance to manor Road needed to be considered and cared for. Cllr Steward suggested we have a tree surgeon look at the trees. Cllr Hatcher said TAPAG is looking at recommendation to protect it such as adding more posts to prevent parking on the verge. They need to ask OCC permission of adding posts.

Action: Cllr Hatcher to provide an update from TAPAG plans to protect the verge on High Street and Manor Road.

Action: Mark Candlish agreed to get a quote from a tree surgeon to check the health of the yew trees.

12 Proposal for increased frequency of weedkilling in the village – Cllr Stewart

To approve proposal and contractor costs

Cllr Stewart has a quote for increasing the frequency of weedkilling in the village to 4 times a year instead of the current once a year. In addition to the current High Street weedkilling, it would add Swanston Field and Manor Road. They are proposing to use Acetic Acid (strong vinegar) instead of poison. He received a quote for £500 from Azalea Maintenance contractor.

Action: Cllr Stewart to get 2 more quotes for a decision at the next meeting.

13 Green Team Update - Alexa Duckworth-Briggs

Alexa introduced herself and her efforts to lead the newly titled 'Green Team'. She is coordinating and helping with communications some of the good work that is already happening by volunteers from WOTHabs and MOWS and others in the village. MOWS will merge into Green Team. She is working to improve documentation of maintenance and ownership policies for the key open spaces in the village. She also wants to ensure that people are thanked for their work.

A key principle for village maintenance is in looking after what we have. The Village Green and Maze have good examples of maintenance documents. Alexa has a goal of maintaining a document that lists all green spaces in village that includes a maintenance schedule and owner for each. Cllr Stewart expressed interest in supporting maintenance of the Polish Church memorial gardens.

Alexa also discussed new projects that will need investment and work:

- Polish Church – will come back with proposal and request for funds
- Improvements to the verge on Manor Road
- Change in the boat – there have been suggestions from some people that elm trees would be a suitable replacement for the boat and that there should be symmetry on both sides of the bell mouth. The bench is nice – it may be nice to have another bench on the other side. Cllr Donahue, Beard and Alexa are planning to meet with Sally Howard to respond to her request to move the boat, but are aware that others are discussing this with her so will coordinate with them first. One lesson is that it is important to discuss and communicate changes to open spaces around the village before they happen. Likewise, it would not be good to remove the boat suddenly without communications and a clear plan to replace it. The PC discussed moving the boat to the land in front of the Village Hall on Manor Road, but the residents there should be consulted, in particular the closest neighbours.

Action: Cllr Stewart to survey immediate neighbours of the Village Hall to see if they would like the boat there.

- 14 Vandalism and security on Village Green
Resolved: PC to purchase 3 sturdier replacement benches for the Village Green. Councillors agreed with the 2 options that Cllr Steward presented that are not made from teak.
Action: Cllr Steward to circulate the options to members of the Village Green WG and Green Team for feedback. A final decision on the bench design to be purchased to be presented at the next meeting.
There was a discussion on other actions available to secure the Village Green. A suggestion was made about Neighbourhood Watch with rotas for visiting the Village Green in the evening. The PC should engage police who have offered security training for villages. Cllr Donahue has contacted the police and they offered a training program for village security. Cllr Steward to contact police about further options.
- 15 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list - time permitting. **See latest Action Log**

Resolved: To close to two actions related to BP support for the Traffic Study (PC-47, 48) as we have decided to go ahead without their support in the short-term, and to close another one preventing large lorries from going down into the village (PC-20). Diana Smith is satisfied that BP are taking all the actions that they should be.
- 16 Confidential Business –
Resolved: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.
- 17 To review progress on the ICO case.
Resolved: Cllr Higley to prepare a letter to Mr Bowen and ICO in response to their latest letter.
Resolved: Cllr Donahue to approach OALC recommended solicitor to support the Parish Council for future cases.
- 18 To confirm the date and time of the next Meeting. 14th November 2019, 20:00
- 19 Meeting closed at 20:00



Ministry of Housing,
Communities &
Local Government

Rt Hon Robert Jenrick MP

*Secretary of State for Housing, Communities and
Local Government*

Cllr Sue Cooper
Leader
South Oxfordshire District Council
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Dear Sue

9 October 2019

Following South Oxfordshire District Council Cabinet's decision on 3 October to recommend withdrawing the emerging South Oxfordshire Local Plan ("the Plan"), I am considering whether to give a direction to South Oxfordshire District Council in relation to the Plan under section 21 of the Planning and Compulsory Purchase Act 2004 ("the 2004 Act").

The government remains committed to making sure every community has an up-to-date and sufficiently ambitious Local Plan. Withdrawing the Plan at this stage is instead likely to create uncertainty and expose communities to speculative planning applications.

Therefore, in exercise of the powers under section 21A of the 2004 Act (inserted by section 145(5) of the Housing and Planning Act 2016), I hereby direct South Oxfordshire District Council not to take any step in connection with the adoption of the Plan, while I consider the matter further. This direction will remain in force until I withdraw it or give a direction under section 21 of the 2004 Act in relation to the Plan.

I would like to work constructively with you to ensure that South Oxfordshire is able to deliver the high-quality homes and infrastructure required to support jobs and growth in the local community. As I set out in my letter to you on 26 August 2019, progressing the Plan is an essential step to delivering the Oxfordshire Housing and Growth Deal. I have therefore asked my officials to get in touch with your officers to discuss next steps and will keep you updated while I consider this matter further.

RT HON ROBERT JENRICK MP

Councillor Grant Snapshot



Who can apply?

- non-profit community organisations
- town and parish councils
- schools or PTA's
- profit based businesses

Please check eligibility to apply on our website



What kind of projects are we looking for?

Projects that:

- will benefit South Oxfordshire residents in the councillor's ward
- contribute to the cultural, recreational or sporting interests and needs of the community
- are both inclusive and accessible
- work in collaboration with other organisations
- are new and innovative with a clear plan

We encourage applications from organisations which represent minority or vulnerable groups

What can we fund?

Revenue or capital costs



Total available budget?

£180,000 - £5,000 per district councillor

Applicants can approach more than one councillor if their project supports residents across a larger area

Opening

2 August 2019

Closing

10 January 2020

Total available per application?

£250 - £5,000



- up to **100%** of total project
- maximum cost for capital projects is **£10,000**
- no maximum cost for revenue projects

Application Checklist

1. A governing document
2. A copy of the organisation's financial accounts
3. Latest bank statements
4. Proof that the organisation has named officers, members or trustees



Final grant reward decision

Six weeks from receiving online application

For the full application checklist and top tips for submitting a strong application, please visit:

www.southoxon.gov.uk/grants

Division(s):

CABINET – 15 OCTOBER 2019

DIDCOT GARDEN TOWN HOUSING INFRASTRUCTURE FUND DRAFT HEADS OF TERMS

Report by Director for Planning & Place

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to
 - (a) Subject to the confirmation from Homes England that the contract pre-conditions relating to South Oxfordshire District Council's Local Plan have been met, authorise the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Environment to:
 - (i) approve any final detailed amendments of the drafted Heads of Terms.
 - (ii) approve the grant determination agreement.
 - (b) Subject to the satisfactory completion of recommendation (i.) approve the inclusion of all four projects into the Capital Programme and report the governance of these projects at a HIF1 programme level with an overall budget provision of £234m subject to the implementation of the grant determination agreement with Homes England.
 - (c) Note the draft Heads of Terms which form the basis for grant determination agreement between Homes England and Oxfordshire County Council for Didcot Garden Town Housing Infrastructure Fund Grant Award.
 - (d) Note the Assurance Framework which sets out the background to the Housing Infrastructure Funding process and establishes the approach to reporting and monitoring implementation

Executive Summary

2. The Didcot Garden Town (DGT) Housing Infrastructure Fund (hereon in known as HIF1) is to fund £218m of a £234m package of measures (the remaining funding - circa £16m - will come from developer obligations) consisting of four separate but interdependent highways projects:

- a) A4130 widening from Milton Interchange to a new Science Bridge by making it a dual carriageway;
 - b) a new Didcot Science Bridge from the A4130 over the Great Western railway line into the Didcot 'A' Power Station site and re-joining the A4130 Northern Perimeter Road at Purchas Road;
 - c) a new river crossing and link road between the A4130 at Didcot and A415 Culham;
 - d) a Clifton Hampden Bypass from the A415 at Culham Science Centre and B4015 north of Clifton Hampden.
3. All elements of HIF1 will include walking and cycling infrastructure in accordance with Oxfordshire County Council's design standards as a minimum. This is a step change in cycling provision which segregates cyclists from motor traffic and pedestrians making journeys more comfortable and convenient for all road users which, in turn, will encourage more people to make journeys on foot or by bike for short journeys. This will not only help future proof the infrastructure but will have inevitable health and air quality benefits by encouraging non-carbon modes for all ages.
 4. The HIF1 will directly unlock 11,711 new homes and support the delivery of more than 17,000 new homes in total in the Didcot Garden Town area. The residential units are across 12 separate sites in and around Didcot in South Oxfordshire (SODC) and Vale of White Horse (VoWHDC) districts.
 5. Whilst the HIF1 business case was premised on supporting new homes, it is also essential to enable jobs growth at key employment sites in area. The HIF1 is essential for the economic and social prosperity of Science Vale UK, one of the first Enterprise Zones. It is home to one of the largest science-based research and knowledge clusters in Western Europe, based around Harwell (space sector), Culham Science Centre (nuclear fusion), and Milton Park (life sciences). These sites are subject to significant public and private investment and creating thousands of jobs. The HIF1 is essential to deliver infrastructure necessary to provide homes for the growing highly skilled workforce required by the world leading businesses and their supply chains.
 6. The HIF1 funding will deliver key transport infrastructure, relieve congestion and improve connectivity, to unlock the new homes and jobs required for Oxfordshire to grow as a thriving economy. Whilst the HIF1 funding is based on future growth, the HIF1 infrastructure is required for historic housing and employment growth. Given current congestion issues in and around Didcot, the infrastructure is required now.
 7. However, there are a number of key issues mainly associated with the delay and uncertainty surrounding SODC's Local Plan. A pre-contract condition of Homes England and MHCLG is related to SODC's Local Plan and commitment to housing delivery that is dependent on HIF1 infrastructure. If these conditions are not satisfied, MHCLG / Homes England will not be able to sign the contract to release funding to OCC.

8. The HIF1 infrastructure is the cornerstone of the Science Vale transport strategy and with links to neighbouring employment and growth ambitions such as growth in Oxford City. It will benefit a large swathe of Oxfordshire residents that are required to travel from or into the Science Vale area for work, shopping and leisure. The funding awarded will transform Didcot and the surrounding areas and help deliver the Garden Town aspirations by forward funding essential highway infrastructure. Other priorities areas such as community facilities, affordable housing, walking and cycling infrastructure be the focus of future bids and/or developer obligations that may not have been viable without HIF1 funding. Subject to a Cabinet resolution, The County Council is committed to delivering the much-needed infrastructure, the programme to deliver and has already committed funding to progress. In order to ensure HIF1 spend by March 2024, the County Council cannot pause its programme or delay in any way.

Exempt Information

9. Annex 1 contains exempt information. The information contained in the annex is exempt in that it falls within the following prescribed category:

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would undermine the process to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.

Introduction

10. During July 2017, the Department for Communities and Local Government (DCLG) announced a national Housing Infrastructure Fund (HIF). The £2.3bn (subsequently raised to £5.5bn) fund is intended to ensure that the right infrastructure is in place to facilitate identified growth. The fund was split into two packages:
- Marginal Viability HIF (initially for schemes up to £10m)
 - Forward Funding HIF (initially for schemes up to £250m)
11. The HIF is allocated to local authorities on a highly competitive basis. This report is concerned with the Forward Funding HIF for Didcot Garden Town.
12. Critically for communities, an explicit feature of the HIF programme is the ability for the local authority to influence delivery so that supporting infrastructure is provided alongside the development of new housing. In return, government expects schemes to be ambitious, well managed and to attract wider economic investment and growth.

13. In September 2017, the County Council's Cabinet agreed the submission of three HIF Expressions of Interests to Government (Didcot Garden Town HIF1, West Oxfordshire HIF2 and North of Oxford HIF3). In April 2018, Government announced that the Didcot Garden Town HIF1 and West Oxfordshire HIF2 had been shortlisted to the co-development stage to write a business case for submission to Government by March 2019.
14. The County Council submitted its HIF1 business case to Government in January 2019. In March 2019, the Chancellor announced that the County Council had been successful with its £218m bid for HIF1 infrastructure to support growth. Given the highly competitive HIF process, this was a significant achievement for Oxfordshire. Since May 2019, officers have been in negotiations with Homes England on the Heads of Terms for HIF1 which will form the basis of grant determination agreement (contract) with Government. The latest draft Heads of Terms can be found in **Annex 1 (sensitive – commercial confidential draft 26.09.19)**.
15. The grant determination agreement coupled with the assurance framework (**see Annex 2**) will set the 'rules' and governance by which the funding will be operated and released by Homes England on behalf of The Ministry of Housing, Communities and Local Government (MHCLG) to the County Council.
16. The HIF1 funding will be ring-fenced to deliver four separate but interdependent highway infrastructure schemes:
 - A4130 widening
 - A new Science Bridge
 - A new Culham to Didcot River Crossing
 - A new Clifton Hampden Bypass.
17. The HIF funding must be spent by March 2024.
18. The four essential infrastructure items (see Figure 1) have been identified through earlier Local Plan processes (VoWHDC Local Plan 2016), listed in the Oxfordshire Infrastructure Strategy (OxIS) and contained within the Local Transport Plan 4. During the HIF bidding process, HIF1 was identified as Oxfordshire's number one priority.

The Need for the Scheme

19. The HIF1 infrastructure package is essential to deliver historic and future housing and employment growth in the Didcot Garden Town area. Without intervention, the County Council cannot ensure an efficient and safe highway network. This in turn leads to County Council objections to current planning applications that increase traffic through the existing and restricted river crossings at Sutton Courtenay / Culham and Clifton Hampden. Highway objections are currently relevant to single dwelling developments in Sutton Courtenay which have subsequently received planning committee refusals. On three separate occasions, the decisions have been tested at appeal. On each

occasion, the Planning Inspectorate (PINS) has upheld the decision of the planning authority and dismissed the appeals due to the severe cumulative impact in the highway network as per Paragraph 109 of the National Planning Policy Framework (NPPF).

20. Within the HIF1 business case and subsequent clarification, twelve development sites were identified as ‘dependent’ on the HIF infrastructure. It is the dependency of new homes that is the main component of and enhances the business case. Cumulatively, and once reductions were applied for the Oxfordshire Housing and Growth Deal elements, this equates to 11,711 new homes. This produced a high benefit cost ratio (BCR). The sites coupled with the infrastructure are shown in *Figure 1*. The HIF1 business case was submitted with the support of both local planning authorities (SODC and VoWHDC).

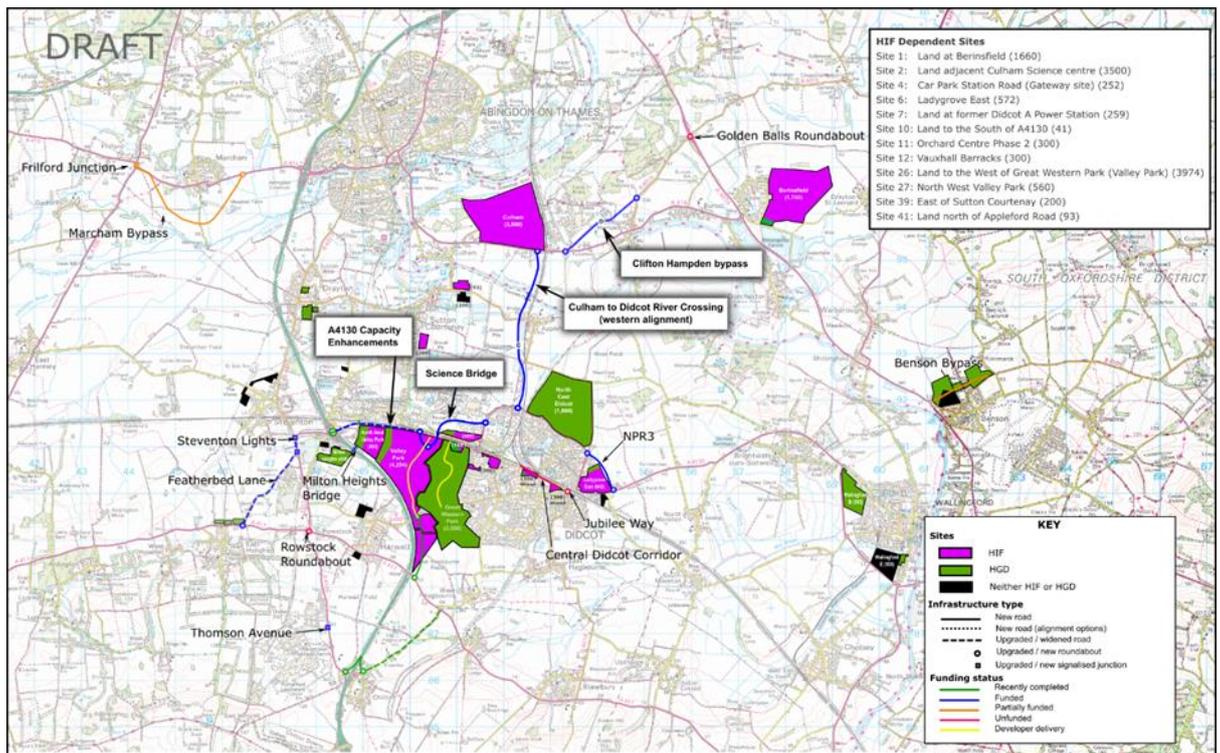


Figure 1: HIF Dependent Housing Sites

21. Two of the dependent sites relate to South Oxfordshire District Council’s (SODC) submitted Local Plan 2034 which do not benefit from adopted allocations; Site 1 and Site 2. The remaining sites benefit from adopted status. A full list of sites and their associated Local Plan reference can be found in *Table 1*.

Site No.	Site Name	Local Plan Details
1	Land at Berinsfield	SODC submitted Local Plan 2034
2	Land adjacent to Culham Science Centre	SODC submitted Local Plan 2034
4	Car Park Station Road	SODC adopted Core Strategy 2012 - 2027
6	Ladygrove East	SODC adopted Core Strategy 2012 - 2027

7	Land at Former Didcot A Power Station	VoWHDC adopted Local Plan 2031 Pt1 (120 of total new homes in SODC)
10	Land South of A4130	Speculative (5-year supply site)
11	Orchard Centre Phase 2	SODC adopted Core Strategy 2012 - 2027
12	Vauxhall Barracks	SODC adopted Core Strategy 2012 - 2027
26	Land to the West of Great Western Park (Valley Park)	VoWHDC adopted Local Plan 2031 Pt1
27	North West Valley Park	VoWHDC adopted Local Plan 2031 Pt1
39	East of Sutton Courtenay	VoWHDC adopted Local Plan 2031 Pt1
41	Land North of Appleford Road	Speculative (5-year supply site)

Table 1: HIF dependent sites and planning status

22. Without HIF funding it is extremely unlikely that Oxfordshire, as local highway authority, could support the sites listed in *Table 1* (sites 7 and 10 benefit from planning permission but only equate to 300 of the 11,711 dependent new homes). Equally, given the highway objections and refusals as noted in paragraph 19 above, any new residential or employment sites that increase traffic through Sutton Courtenay / Culham and Clifton Hampden will also receive a highway objection without confidence that the HIF1 infrastructure is forthcoming. This will include, but not limited to, any sites listed in *Figure 2* below.
23. With the security of HIF funding, the County Council, together with its partners, can manage growth to enable residential and, importantly, commercial development in high tech sectors in the Science Vale area to progress, ensuring economic and jobs growth for residents of Oxfordshire.

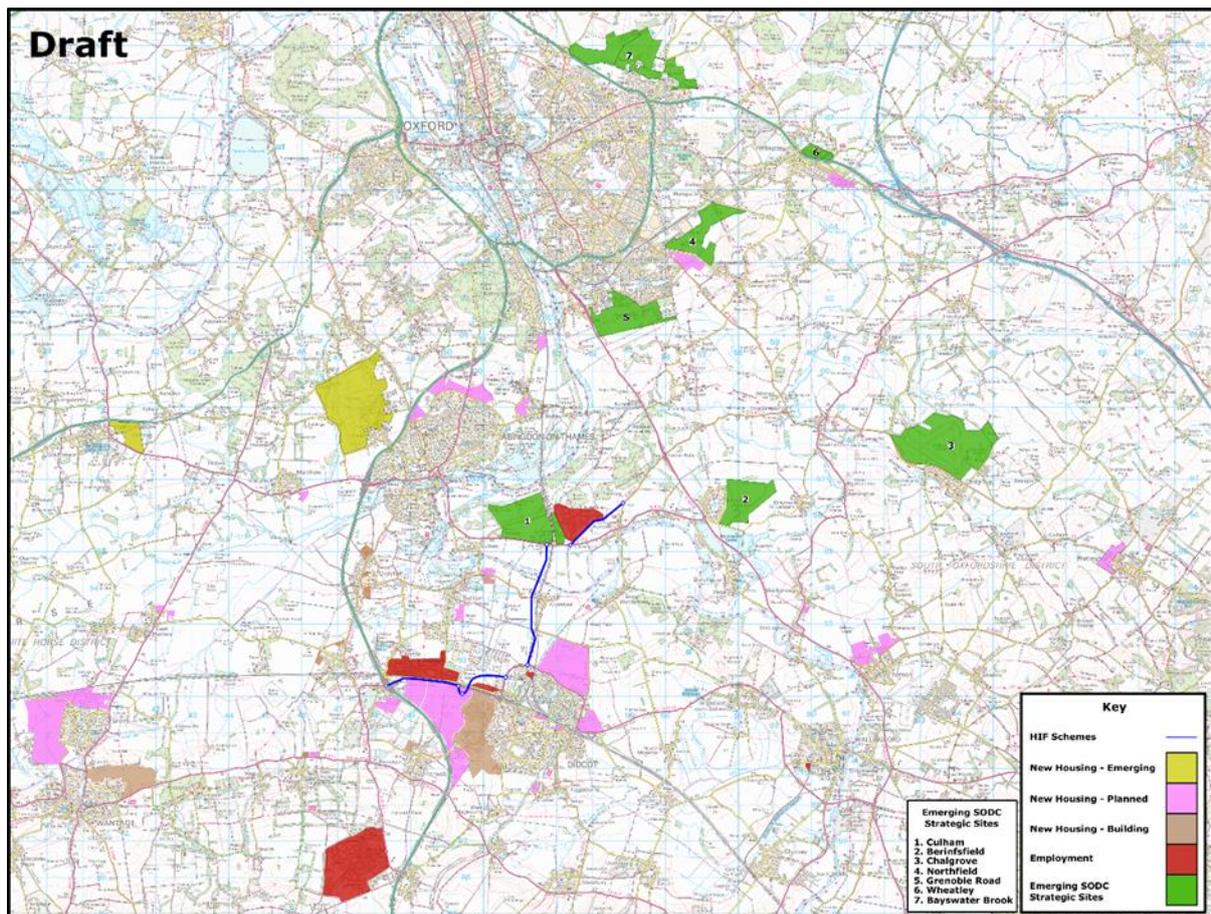


Figure 2: Local Plan allocated and emerging sites

24. The impact of not securing HIF1 is significant as the only current source of strategic infrastructure funding available for Oxfordshire's significant requirements. The County Council's expectation is that without major strategic infrastructure investment elements that would be delivered through HIF, it will be much harder to defend and deliver the range of strategic sites coming forward for development as acceptable without appropriate mitigation. Therefore, developments that are significant at the regional scale will be put at risk with potentially serious economic consequences and consequent risk to the soundness of relevant Local Plans. Additionally, without HIF, it is likely to impact on neighbouring local planning authorities as adopted allocated sites may not be able to proceed and lead to planning by appeal due to an absence of a five-year housing land supply.
25. Additionally, not being able to deliver a range of small and strategic sites will mean that an adequate level of affordable housing not being provided. This means that Oxfordshire residents will also not benefit from increased housing supply. It is well documented that poor and overcrowded housing conditions can negatively impact on educational attainment and health which has negative impacts on economic growth, social mobility and the impact on the health sector both locally and nationally.

Draft HIF1 Heads of Terms

26. Whilst the HIF1 Heads of Terms (see *Annex 1*) is still in draft and being negotiated with Homes England, the common theme concerns delivery of HIF infrastructure and new homes and their related milestones. These milestones are then caveated with 'clawback' provisions whereby if milestones are not progressed or improper activity occurs, Homes England may stop further payments and clawback the funding already received. Conditions and clauses relate to a submitted SODC Local Plan and the uncertainty around the delivery of new homes. Other conditions relate to land acquisition, planning permissions, funding profiles and mechanisms and a number of general conditions and performance obligations.
27. HIF funding will be available for the period commencing on the satisfaction of the various conditions precedent and until 31st March 2024.

Key Issues

Draft Heads of Terms

28. There are also a number of key financial matters that require consideration which relate to cashflow, repayment of monies, programme delivery, cost overruns and scheme costs unavoidable post-March 2024 are all subject to confidential negotiations between the County Council and Homes England / MHCLG. Due to the commercial sensitive nature of these discussions and risk it is not possible to provide full details within this public report.

Failure to Sign the General Development Agreement

29. Should the HIF1 grant determination agreement not be signed, this strategic infrastructure cannot be delivered. As set out through The Need for the Scheme above, the implications arising from this are significantly adverse at both the local, sub-regional and national level.

HIF1 programmes

30. The principal target dates in the programme for the Schemes as submitted in the business case are in Table 1 below (currently being updated):

	A4130	Science Bridge	Culham River Crossing	Clifton Hampden Bypass
Feasibility & Surveys	04/02/19 – 22/01/2020	04/02/2019 – 16/01/2020	04/02/19 – 17/07/2020	04/02/2019 – 22/01/2020
Prelim design	04/03/19 – 15/04/2020	04/02/2019 – 02/04/2020	04/02/2019 – 02/04/2020	30/05/2019 – 02/03/2020
Detailed design	22/07/20 – 18/03/2021	14/07/2020 – 22/07/2021	05/03/2020 – 23/04/2021	12/04/2021 – 26/10/2021
Construction	09/08/21 – 31/03/2023	13/12/2021 – 10/07/2023	11/10/2021 – 26/01/2024	11/03/2022 – 31/03/2023

Table 1: HIF1 schemes programmes

Process to Secure Funding

31. Subject to Cabinet approval, the process to secure funding will take the following route:
 - (a) Complete the Heads of Terms (indicatively end of October 2019)
 - (b) Complete and sign grant determination agreement (indicatively December 2019 – subject to pre-contract conditions)
 - (c) Drawdown first tranche of funding (indicatively February 2020)
 - (d) Satisfy post contract conditions (ongoing)

Financial and Staff Implications

32. The total cost of the HIF1 package of measures is estimated to be £234m (including appropriate rates of inflation – 4% per annum). The funding amount of **£218m** will be secured through the HIF1 grant determination agreement. The remaining funding of £16m will be a mixture of held and secured section 106 funding and direct delivery by developers (s.278 and s.38).
33. The County Council has spent approximately £0.675m submitting the funding bid in January 2019. However, £0.243m has since been granted by Homes England through the co-development process which meant that the total £0.432m was spent on the bid. To maintain momentum and support the HIF 1 delivery programme, activity and spend has continued. At the time of writing approximately £0.200m has been spent post submission with a further £0.800m committed. Should the Council be unable to reach agreement with Homes England and sign the grant development agreement the monies spent to date along with the costs associated with those activities completed through committed activities will be lost. On signing the contract, all funding spent from September 2017 and included as a cost in the business case can be reclaimed as part of the £218m.
34. Homes England expect recovery of HIF funding from developers that benefit from the advanced delivery of infrastructure. Subject to relevant planning regulations (e.g. Community Infrastructure Levy), the County Council expects to recover between £35m and £75m which can be retained by the local authority and spent on infrastructure that supports the further delivery of new homes in Oxfordshire.
35. Much of the support to deliver HIF1 will come from consultancy teams. However, through the County Council business case process, internal staff have been recruited to deliver the expected growth including the Housing and Growth Deal and HIF1 and 2.

Equalities Implications

36. This report recommends delegating authority to sign a grant determination agreement with Homes England subject to negotiations around conditions and mitigation of financial risk. The purpose of the grant determination agreement is to unlock new homes in areas of greatest demand by providing the

infrastructure to unlock otherwise unsustainable housing sites. The delivery of housing sites will be based on existing and future planning decisions made through statutory processes which are subject to equality assessments. Therefore, there are no additional equalities implications of this report.

37. The equalities implications of the HIF 1 schemes that are developed to delivery, and which become the accountability of the County Council, will be assessed in the normal way as they are individually brought forward.

Legal Implications

38. Throughout the contract negotiations, the County Council's Legal Team has been involved and advised officers which has informed the negotiation of the Heads of Terms to date. Homes England and the County Council will be responsible for their own legal costs although this may be recouped post-contract as a capital receipt.

Programme and Project Risks

39. Number of risks identified above which are relevant across the programme and package of measures.
40. As is standard with major highway infrastructure delivery, operational risks are identified which can have an impact on programme and cost:
- (a) Land acquisition, Compulsory Purchase Order and public inquiries
 - (b) Planning approvals
 - (c) Utilities diversions and protection
 - (d) Ground conditions and contaminated land
 - (e) Stakeholder objections
 - (f) Environmental surveys and mitigation
 - (g) Drainage consents and flood mitigation
 - (h) Archaeological constraints
 - (i) Third party delays such as Network Rail
 - (j) Network management and availability of road space (in competition with developers and utility providers)
 - (k) Land compensation claims
 - (l) Inclement weather
41. The total cost of the HIF1 package of measures is £234m (including appropriate rates of inflation – 4% per annum). The funding amount of **£218m** will be secured through the HIF1 grant determination agreement. The remaining funding of £16m will come from held s106 (£6.5m – 2018 prices), secured s106 (£3.0m – 2018 prices) and direct delivery by developers (£7,800,000). Whilst there is an inherent risk of overspend on the total budget as explained above, there is also financial risk if developments do not come forward. However, as the financial contributions have been secured via legal agreement (with most held), delayed development is only likely to delay the payment. Any such cashflow requirement can be account for across the wider capital programme.

42. The financial contributions secured are from North-east Didcot which has implemented its development so the risks of not receiving funding at all are low. The direct delivery element has a risk associated with Didcot A and Valley Park, but these elements are required for access and movement frameworks within the sites. This therefore also poses a low risk. The other risk is around inflation. Whilst it is difficult to predict inflation, current inflation in the UK is approximately 1.7% with an inflation target of no more than 2%. Whilst costs may rise higher in industries such as construction, a 4% inflation rate per annum has been applied to adequately cover volatility in the economy and markets.

Decisions required

43. As set out, there is a compelling case for infrastructure investment through the Didcot Garden Town HIF bid. A successful bid has been secured and negotiations to finalise the Heads of Term that will inform the drafting of the legal contract with Homes England are nearing conclusion.
44. There are several significant matters included within the draft Heads of Terms which relate to the successful programming and delivery of the infrastructure and which have financial and reputational risks to the Council. Whilst significant, these are not considered to be disproportionate to this scale of project and are to be managed through the Council's governance procedures.
45. There remain matters to be concluded, however at this stage these are not considered to be insurmountable and subject to Homes England confirming their willingness to enter into the general development agreement. It is proposed that authority be delegated to enter into the general development agreement once discussion on the outstanding matters be completed.

SUSAN HALLIWELL
Director - Planning & Place

Background papers: None

Annex 1 - Draft Heads of Terms
Annex 2 - Assurance Framework

Contact Officer: Aron Wisdom

September Receipts

30/09/2019

Whitchurch on Thames PC 2019/2020

Page 1

11:56

Cashbook 1

User: LEW

Current Account

Receipts received between 01/09/2019 and 30/09/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 06/09/2019	13,291.39						
BACS	South Oxf District Council	13,291.39			1076	100	13,291.39	2nd Half Precept 2019/20
Total Receipts:		13,291.39	0.00	0.00			13,291.39	

September Bank Reconciliation

Date: 30/09/2019

Whitchurch on Thames PC 2019/2020

Page 1

Time: 11:28

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - Current Account

User: LEW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Whitchurch on Thames PC	30/09/2019		68,809.19
			<u>68,809.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/09/2019 000503 Keith Brooks		20.00	
			<u>20.00</u>
			68,789.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			68,789.19
		Balance per Cash Book is :-	68,789.19
		Difference is :-	0.00

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

For the period 1st April 2019 – 31st March 2020

Expected Standard	Evidence of Achievement	Areas for Development
1. Scope of internal audit	Terms of reference were (re)-approved by full council on [date]. Scope of audit work takes into account risk management processes and wider internal control. Terms of reference define audit responsibilities in relation to fraud.	Standing Orders (Slightly amended from previous SOs) were formally adopted on 14 Oct 2019. Financial regulations (Sec 4.5) define audit responsibilities. These will be reviewed from time to time (Sec 18) and deal with concerns about protection against fraud.
2. Independence	Internal Auditor has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to council. Auditor does not have any other role within the council.	Confirmed.
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Confirmed.
4. Relationships	Responsible officers (Clerk, RFO etc) are consulted on the internal audit plan and on the scope of each audit, (evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members are understood; training of members is carried out as necessary.	Confirmed, though training is determined as it is locally available, based on need. Clerk and all Councillors are provided information about all opportunities for training, and to support this effort funds are budgeted each year.
5. Audit planning and reporting	The audit plan properly takes account of corporate risk. The plan has been approved by the council [date]. Internal Auditor has reported in accordance with the plan on [date].	Confirmed. For the audit plan, see Financial Regulations (Sec 4) approved 16 th May 2019. Internal audit Report received by the council on 12 th June 2019 was in accordance with the audit requirements.

Characteristics of 'Effectiveness'	Evidence of Achievement	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's governance assurance needs.	Confirmed, and reviewed each year.
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the council's annual governance statement.	Confirmed, and reviewed each year.
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Confirmed. Internal audit and Financial Risk Assessment drives procedural changes for continuous improvement.
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	Confirmed. There is a history and ethos in the Council to address any internal concerns and recommendations as they arise.
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Confirmed. This is addressed as changes are notified and is considered in each annual review.
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than solely relying on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Confirmed.
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal Auditor understands the body and the legal and corporate framework in which it operates.	Confirmed.
Note: Review of effectiveness of internal audit must be reviewed and adopted by council annually during the financial year and before 31 March.		

Review of the policy.

This policy was accepted by the Parish Council at its meeting on 10 October 2019 and will be reviewed annually.

Signed:

J Donahue

10 October 2019

23 - Review of Effectiveness of Internal Audit

Page 2 of 2

FINANCIAL RISK ASSESSMENT AND MANAGEMENT

For the period 1st April 2019 – 31st March 2020

1 Income

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
VAT reclaim	Not submitted	M	Dates identified after 31 st Mar & 31 st Oct	Diary	12 months
	Not paid by HMRC		Check & Report to Parish Council		12 months
Precept	Not submitted	L	Full PC Minute – RFO follow up	Diary	12 months
	Not paid by DC	L	Check & Report To PC.	Diary	12 months
	Adequacy of precept	H	Monthly review of budget to actual	Diary	12 months
Grants – Lottery	Claims procedure	M	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to PC.	Diary	12 months
Grants – District	Claims procedure	L	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to PC.	Diary	12 months
T I C – Grant	Claims procedure	M	Clerk/RFO check quarterly	Diary	12 months
	Receipt of grant when due	M	Check & Report to PC.		12 months
Investment Income	Receipt when due	L		Diary	12 months
	Investment Policy	L	Review policy annually	Diary	12 months
	Surplus funds	L	Review policy annually		12 months

2 Expenditure

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	M	Check to minute	Member verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12 months
	Wrong rate of pay	M	Check to contract	Member verify	12 months
	False employee	L	Check to PAYE Records & lists	Member verify	12 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
	Wrong deductions – NI	M	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	M	Check to PAYE Calcs	Member verify	12 months
	Self employed status challenged	M	Agree with Inland Revenue self employed status	Obtain letter from Inland Revenue and keep on file	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Stock loss	H	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	M	Claim form & minute	RFO verify	6 months
	Income tax deduction	M	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	Minute	Member verify	12 months
	Conditions agreed	L	Use reasonable condition	RFO check	12 months
	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever

3 Review of the policy.

This policy was accepted by the Parish Council at its meeting on 10 October 2019 and will be reviewed annually.

Signed:

J Donahue

STATEMENT OF INTERNAL CONTROLS

For the period 1st April 2019 – 31st March 2020

1. Scope of the Responsibility

- 1.1. Whitchurch on Thames Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

- 2.1. The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.2. The system of internal control is in place at the Council from date of approval for the year ended 31st March 2020 and up to the date of approval of the annual report and accounts in accordance with proper practice.

3. The Internal Control Environment

3.1. The Council

- 3.1.1. The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.
- 3.1.2. The Council reviews its obligations and objectives and approves budgets for the following year at its November and December meetings. The December meeting of the Council approves the level of precept for the following financial year.
- 3.1.3. The Council monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters.
- 3.1.4. The full Council normally meets 12 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.
- 3.1.5. The Council carries out regular reviews of its internal controls, systems and procedures.

3.2. Clerk to the Council & Responsible Financial Officer

- 3.2.1. The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

3.3. Payments

- 3.3.1. All payments are reported to the Council for approval. Two members of the Council must authorise all payments.

3.4. Risk Assessments / Risk Management

- 3.4.1. The Council carries out regular risk assessment in respect of actions and regularly reviews its systems and controls.

3.5. Internal Audit

- 3.5.1. The Council has appointed Arrow Accounting as its independent Internal Auditor for the year 2019/2020 who will report to the Council on the adequacy of its records,

procedures, systems, internal controls and risk management. The effectiveness of the internal audit is reviewed annually.

3.6. External Audit

3.6.1. The Council has been appointed External Auditor Moore until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

4. Review of Effectiveness

4.1. Whitchurch on Thames Parish Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal controls is monitored and informed by:

4.1.1. the Clerk to the Council/Responsible Financial Officer

4.1.2. the work of the Independent Internal Auditor

4.1.3. the External Auditors through the Annual Return and their annual letter

4.1.4. the number of significant issues that are raised during the year.

5. Review of the Statement

This statement was accepted by the Parish Council at its meeting on 10 October 2019 and will be reviewed annually.

Signed:

J Donahue

Whitchurch-on-Thames Parish Council Standing Orders

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting. Agenda items are to be limited to standing items and items proposed by the councillors. The standing items will include a review of identified items from the Action List prioritised by the Chairman.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded. If a motion has not been seconded the Clerk or Chairman will ask for someone to second the motion before inclusion on the agenda.
- c The proposer of the motion should be in attendance but the seconder could take on the role if the proposer was unable to attend the meeting.
- d A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- e If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- f An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- g If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- i A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- j If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- k Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A councillor may not move more than one amendment to an original or substantive motion.
- n The mover of an amendment has no right of reply at the end of debate on it.
- o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- p Unless permitted by the Chair of the meeting, a councillor may speak once for up to three minutes in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since s/he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which s/he considers has been breached or specify the other irregularity in the proceedings of the meeting s/he is concerned by.
- r Each councillor should have the opportunity to comment once on the motion or to propose an amendment.
- s A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- t When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the Chair of the meeting.

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

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 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 5 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 Chair of the meeting may direct that a written or oral response be given.
- i A member of the public shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct their 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair 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 their casting vote whether or not s/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 their 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 their right to participate and vote on that matter.
- v Three members, or one third of the total membership, whichever is the greater, will constitute a quorum at a Council Meeting.
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.
- y A councillor is disqualified if they do not attend a meeting in 6 months and their long-term absence has not been agreed upon by a full parish council meeting.

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 3 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.
- e A committee or sub-committee, subject to standing order 4(d) i-xii above, shall be bound by standing order 3 above.
- f The Council may appoint working groups as may be necessary, and:
- i. shall determine the short-term purpose of such groups;
 - ii. shall ask that updates from working groups should be provided in writing and shared with council members before the meeting. This should happen once a quarter with one working group providing an update each meeting. The updates can be added to the minutes.
 - iii. shall determine if the public may participate at a meeting of a working group;
 - iv. shall determine if the public and press are permitted to attend the meetings of a working group and also the advance public notice requirements, if any, required for the meetings of a working group;
 - v. shall determine if the public may participate at a meeting of a working group that they are permitted to attend;
 - vi. shall ensure that the working group makes no decisions on behalf of the Council but investigates options and makes recommendations to the Council; and
 - vii. may dissolve a working group.

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 8pm.
- 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 Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless s/he has resigned or becomes disqualified, shall

continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

- g The Vice-Chair of the Council, if there is one, unless s/he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, s/he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, s/he shall preside at the annual meeting until a new Chair of the Council has been elected. S/He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. in an election year, delivery by the Chair 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 Chair of the Council of their 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair 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 Chair 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 Chair of a committee or a sub-committee does not call an extraordinary meeting within 7 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 3 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 Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE 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, including whether a decision is required or it is for information only, to the Proper Officer at least 3 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 3 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 Chair 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

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- 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 Chair of the meeting and stand

as an accurate record of the meeting to which the minutes relate.

- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, s/he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- e “The Chair 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/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f The Council shall publish approved minutes on a website which is publicly accessible and free of charge as soon as possible after the meeting in which they were approved has taken place. Draft minutes shall be distributed to Councillors by the Clerk within two weeks of a meeting being held. Councillors shall give the Clerk any comments on the draft minutes atleast one week prior to the meeting in which they shall be approved.
- g 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, as well as all other Council policies.
- b Unless s/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 s/he has a disclosable pecuniary interest. S/He may return to the meeting after it has considered the matter in which s/he had the interest.
- c Unless s/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 s/he has another interest if so required by the Council’s code of conduct. S/He may return to the meeting after it has considered the matter in which s/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 a meeting of the Council, or committee or sub-committee for which the dispensation is required, 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 at the beginning of the meeting of the Council, or committee or sub-committee 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.
- i Email communications from councillors should use the following norms:
- i. Councillor email addresses must be used for Parish Council business
 - ii. Councillor emails are generally only appropriate for information sharing
 - iii. Councillors are free to share views, but debates on issues should be held in meetings where decisions can be made, and not via email. If a debate on a topic is required, a councillor should raise a motion for an agenda item.
 - iv. Emails should not be critical of an individual.
 - v. Emails should be respectful in tone
 - vi. Emails raising issues should also offer constructive recommendations where possible.
 - vii. Any email requesting an 'action' or 'response' from one of the councillors should have this clearly stated in the heading and body of the email eg Action required: Review Planning Application, , otherwise emails will be considered for information only.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or County 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 Chair of Council of this fact, and the Chair 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 County 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 them. Such action excludes disqualification or suspension from office.

15. PROPER 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 3 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of by-laws 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;
 - 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 Chair or in their absence the Vice-Chair (if there is one) of the Council within three 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;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also 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 1 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.
- 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.
- h The RFO and lead councillors on Working groups can spend up to £250 on projects which have been budgeted for and approved by the Parish Council.

19. HANDLING STAFF MATTERS

- 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 Chair or, if s/he is not available, the Vice-Chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chair or, in their absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper 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 (or other members of staff) shall contact the Chair or, in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chair or Vice-Chair, this shall be communicated to another member of the Council, which shall be reported back 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 Local Government (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 shall 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. COMMUNICATION BETWEEN COUNCILLORS

- a Communication between councillors during meetings should conform to the following norms:
 - i. Be respectful to other councillors
 - ii. Be supportive of other councillors
 - iii. If there is a disagreement of views we should refrain from criticising, but instead offer a constructive recommendation
 - iv. Those making recommendations should provide solutions with supporting information wherever possible
 - v. Discussions should stay on the topic of the agenda item.
- b Email communications from councillors should use the following norms:
 - i. Councillor email addresses must be used for Parish Council business
 - ii. Councillor emails are generally only appropriate for information sharing
 - iii. Councillors are free to share views, but debates on issues should be held in meetings where decisions can be made, and not via email. If a debate on a topic is required, a councillor should raise a motion for an agenda item.
 - iv. Emails should not be critical of an individual.
 - v. Emails should be respectful in tone
 - vi. Emails raising issues should also offer constructive recommendations where possible.
 - vii. Any email requesting an 'action' or 'response' from one of the councillors should have this clearly stated in the heading and body of the email eg. Action required: Review Planning Application, otherwise emails will be considered for information only.

25. COMMUNICATING WITH DISTRICT AND COUNTY 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 representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

26. 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.

27. 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 3 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 Chair of a meeting as to the application of standing orders at the meeting shall be final.

28. REVIEW OF THE POLICY.

The standing orders were accepted by the Parish Council at its meeting on 10 October 2019 and will be reviewed annually.

Signed:

J Donahue