



Buckland & Chipping Parish Council

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DRAFT1 FOR APPROVAL BY ELECTORS PRESENT AT ANNUAL PARISH MEETING, MAY 2023

MINUTES OF THE BUCKLAND AND CHIPPING ANNUAL PARISH ELECTORATE MEETING 2023

Monday 22nd May 2023, 7pm at St Andrew's Church, Buckland

PRESENT: Cllr Robert Arkle (RA), Cllr Helen Dauris (HD), Cllr Jeff Kenyon (Chair, JK), Cllr Penny Baxter-Newman (PBN), Cllr Debbie Thompson (DT).

In attendance: Caroline Scott, Locum Clerk

Chair Jeff Kenyon opened the meeting at 19:03

1. To receive apologies for absence

None

2. To approve as a true record and authorise the Chairman to sign the minutes of the Annual Parish meeting on 9th May 2022

Agreed, proposed JK, seconded RA

3. To receive an overview of the Council year from the Parish Council Chairman

Best and worst of years. Queen's 70th Jubilee Celebrations, Queen's funeral, Coronation of King Charles III.

The council laid a wreath at the memorial in November. Held a successful summer event in the church grounds. Unfortunately the bonfire night had to be cancelled due to safety issues. 6 PC meetings were held at which I commented on plans to EHDC. Thanks were given to Councillors for their help and assistance to the Chairman, and also thanks to Colin Marks for his 8 years as Clerk. We also happily welcome Caroline Scott as our new Locum Clerk

4. To receive report from Woodview Care Home

None received

5. To receive report from the "Save the Countryman Campaign"

Report received from Jeff Jones, meetings have been held by the working party. Offers of purchase have been made but refused, discussing with local pub groups and looking at the Government community interest loan to help finance the purchase.

6. Future village events:

1. Proposed Summer event

9/9/2023 to be held at Chipping, confirmed subject to detail. Hybrid between a village fete and country fayre. Next meeting of summer event working group to be held Wednesday 25th May 2023

2. Proposed Bonfire and Fireworks event, November

Look to get a working party together and start to plan in July 2023.

7. To Consider questions from Members of the Electorate

No questions

There being no further business, the Chair thanked everyone for attending and closed the meeting at 19:21

Signed.....Dated.....



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MINUTES OF MEETING No 320

BUCKLAND & CHIPPING PARISH COUNCIL

Annual Parish Council meeting

Held on Monday 22nd May 2023 in St Andrew's Church, Buckland

PRESENT: Cllr Robert Arkle (RA), Cllr Helen Dauris (HD), Cllr Jeff Kenyon (JK), Cllr Penny Baxter-Newman (PBN), Cllr Debbie Thompson (DT).

In attendance: Caroline Scott, Locum Clerk and County Councillor Jeff Jones and 4 members of the public.

Started 19:30 ACTION

320.1 To elect a Chairman for the ensuing year

Resolved, proposed Cllr P Baxter-Newman, seconded Cllr D Thompson to appoint Cllr H Dauris as Chairman for the year 2023/24. Cllr R Arkle nominated Cllr J Kenyon. JK did not contest HD.

320.2 To receive the Chairman's Declaration of Acceptance of Office

HD signed the declaration of acceptance of office

320.3 To receive the Councillors Declaration of Acceptance of Office

All Councillors Declarations of Acceptance of Office forms were received

320.4 To consider appointing a Vice-Chairman for the ensuing year

Resolved Cllr H Dauris proposed Cllr R Arkle, seconded by Cllr J Kenyon

320.5 To consider appointing representatives to outside bodies

No outside bodies to represent

320.6 Apologies for absence

1. Councillors (stating the reason): none
2. Other apologies: none

320.7 Declarations of Interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda (*including non-pecuniary, with the nature of the interest*). *Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.*
2. To receive and consider members' written requests for dispensations for declarable interests (if any)

None

320.8 To review the Standing Orders

Change length of meeting to 2 hrs, Approved, JK proposed, HD seconded

Clerk

320.9 To review the Financial Risk Assessment

Proposed HD, seconded PBN Agreed and signed by chair and rfo

320.10 To review the Code of Conduct

HD proposed, seconded JK

320.11 To agree 2023-24 Meeting Dates

Clerk

Clerk to book well in advance for the Town House. Liz Jakeman (Churchwarden) to be informed about meetings taking place in St Andrew’s Church.

If AGAR is complete today there will not be a meeting on 12th June 2023

Councillors reminded to send in apologies in a timely manner, Proposed HD, seconded PBN

320.12 To consider the appointment of committees

Staffing committee, set up a staffing committee – minutes are confidential and taken in a public place without the public. The committee needs a Terms of Reference. 3 members present to be quorate. Agreed all councillors on the committee.

320.13 Approval of Minutes: Ordinary Parish Council Meeting 319, 13th March 2023

Agreed and signed, Proposed RA, seconded PBN

320.14 Police Report: To receive report from the Rural Safer Neighbourhood Team

DT

Received, 1 common assault in B&C – remind parishioners about scam emails via the Newsletter

320.15 To receive County and District Councillor reports

Jeff Jones – CC report – we had the election on 4th May with the boundary change to include Buntingford, Wydial, Hormead, Little Hormead, Aspenden, Cottered, Hare Street, Buntingford

The Green Party won the May local elections

AGM for the County Council will be held tomorrow 23rd May, balance is looking good.

One question to County Councillors, enquiring the removal of the cones from the telegraph poles, this was identified as a telecoms responsibility.

Congratulations were given to the new Chair and Vice, thanks to the Cllr J Kenyon for his work as Chair.

320.16 Finance

1. To approve the accounts statements –

Resolved, Proposed HD, seconded RA

2. To note the reconciliation of the Accounts and Bank Statement

Resolved, Proposed HD, seconded RA , HD signed reconciliation and bank statement

3. To note the 2022/23 budget vs actual performance –

Agreed, Resolved, Proposed HD, seconded RA

4. To approve the list of payments

M Webb	Bus shelter cleaning Jan / Feb	80.00
Buntingford Town Council	Room Hire inv 3004	17.50
Buntingford Town Council	Room Hire inv 3163	17.50
Colin Marks	Clerking	55.32
Zurich	Annual Insurance	458.14
HAPTC	Annual membership	145.86
Naomi Longcroft	litter picking Mar-Apr	190.00
Dale Holt	litter picking Mar-Apr	190.00
M Webb	Bus shelter cleaning Mar / April	80.00
Npower	Electricity for AED defibrillator	98.51
Accountancy and Book-keeping services	Internal audit fee	100.00

All but Npower to be paid, Agreed, proposed HD, seconded RA

5. To consider using Scribe for RFO responsibilities

Resolved, proposed RA, seconded HD, payment also agreed, proposed RA, seconded HD

6. Annual Governance and Accountability Return (AGAR) 2022/23

2022-23/050 Audit requirements for the year ending 2022/2023

1. To approve the Annual Accounts 2022/2023 RESOLVED RA, JK
2. To approve the Certificate of Exemption 2022/2023 RESOLVED JK, RA
3. To approve the Annual Internal Auditor Report for the year 2022/2023 RESOLVED RA, JK
4. To approve Section 1, the Annual Governance Statement 2022/2023 APPROVED HD RA
5. To approve Section 2, Accounting Statements 2022/2023 APPROVED RESOLVED, RA, HD
6. To agree the dates for the public rights period APPROVED RESOLVED, JK RA

320.17 PLANNING

1. New Applications: None

Clerk

Flint Cottage, Buckland 3/22/1587/FUL – check up and see what is happening

2. Decision Notices: For information only

Other planning matters or applications received too late for the agenda

Correspondence: To note the list of correspondence - None

Parish matters

1. Chipping milestone restoration

JK reported that it is Highways that is responsible – JK to chase contact

JK

2. Emergency Plan update (Cllr Helen Dauris) - Clerk to send out the Emergency Plan

No changes

3. Public rights of way FP and definitive Map: update (Cllr J Kenyon/Nicholas Maddex)

No action

4. Clearance of footway south of Buckland

PBN

Still in CC budget to be completed – PBN to speak to CC Jeff Jones

5. To consider signing the Armed Forces covenant – update (Cllr R Arkle)

RA

RA reported that it is for the PC to consider the armed forces, RA to circulate draft covenant before next agenda is sent out.

6. Bus shelter

PBN – reported the cleaning of Buckland bus shelter, Clerk to follow up with a call asking his dates for the bus shelters

Clerk

7. Highways matters

JK reported that Cllrs used to meet and walk the highways – add to next agenda.

Clerk

8. St Andrew's Church and Churchyard:

Discussed in public comment

9. Working Group matters as raised with the CCT, including lighting and war memorials: update

JK

JK to find the new CCT contact. Warm space grants to be looked into

10. Maintenance of the bridleway to the church: Update

Discussed in public comment

11. F Cooper: Diary of grass cutting dates undertaken in summer 2022 to support invoice.

Clerk

To be added to next agenda

12. Water Wheel land maintenance: update from F Cooper

Waiting to hear from land registration to register the area for the PC

13. Buckland Common/Back Lane - access by Moat Corner

Brought forward to discuss, overgrown - should be accessible. Hedgerows should not be cut while birds are nesting; should delay this work until the end of August.

Parishioners requested some help with the cutting of the grass along the bridleway behind Hawthorns, Tamarisk and Priory House; this is the vehicle access route to the Church. Review and see what can be done.

14. Contents of Buckland telephone box: update

PBN to bring a proposal of what should be available in the telephone boxes -by 27th June **PBN**

15. Parish Notice/Information Boards etc: refurbishment update

They could do with some care and attention – previously used Tony Spearman JK to have a word and advise **JK**

16. Update: The Countryman PH ACV

Received update in Annual Parish Meeting – the money was given to the campaign which got the survey completely, RA to liaise **RA**

17. Website

To research a regular update – a note in the newsletter asking for keen volunteers **DT**

320.18 Events

1. To finalise date and arrangements for Summer event, September 2023 – working group reporting to next parish council, 9/9/2023

2. To consider date for Bonfire and Fireworks night, Sunday 5th November 2023

320.19 Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda)

None

To consider suspending the Meeting for Public Comments: Limited to 15 minutes

Bridle way- is not registered, Mr Maddox has discussed with JK – the land is not registered with anyone, it was very unlikely to get it and will be unregistered, Highways view is it is not a public footpath.

320.20 To note items for future agendas: And to receive any other items for future consideration: Grass cutting – plans for precisely where the contracts to be cut.

Dawes Lane

320.21 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 3rd July, St Andrew's Church, Buckland **Agreed**

June Newsletter:

1. to agree an editor – Debbie Thompson – any input to send to DT as soon as possible

2. to agree deadlines for

(i) copy, and Mon **19th June**

(ii) consider print quantity required **120**

(iii) ok press, and printing, and Tues **20th June**

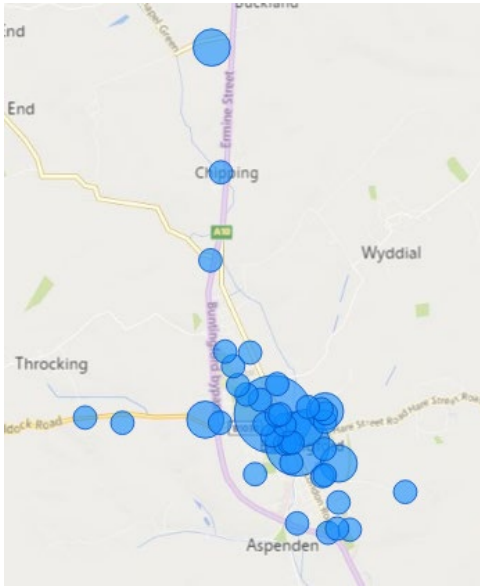
(iv) delivery – hopefully by **Tues 27th June** (in advance of the meeting on Mon 3rd July)

DT

There being no further business, the Chair thanked everyone for attending and closed the meeting at 21:36

Signed.....Dated.....

Buntingford Area Parish Council briefing June 2023



Reported crime locations in May 2023

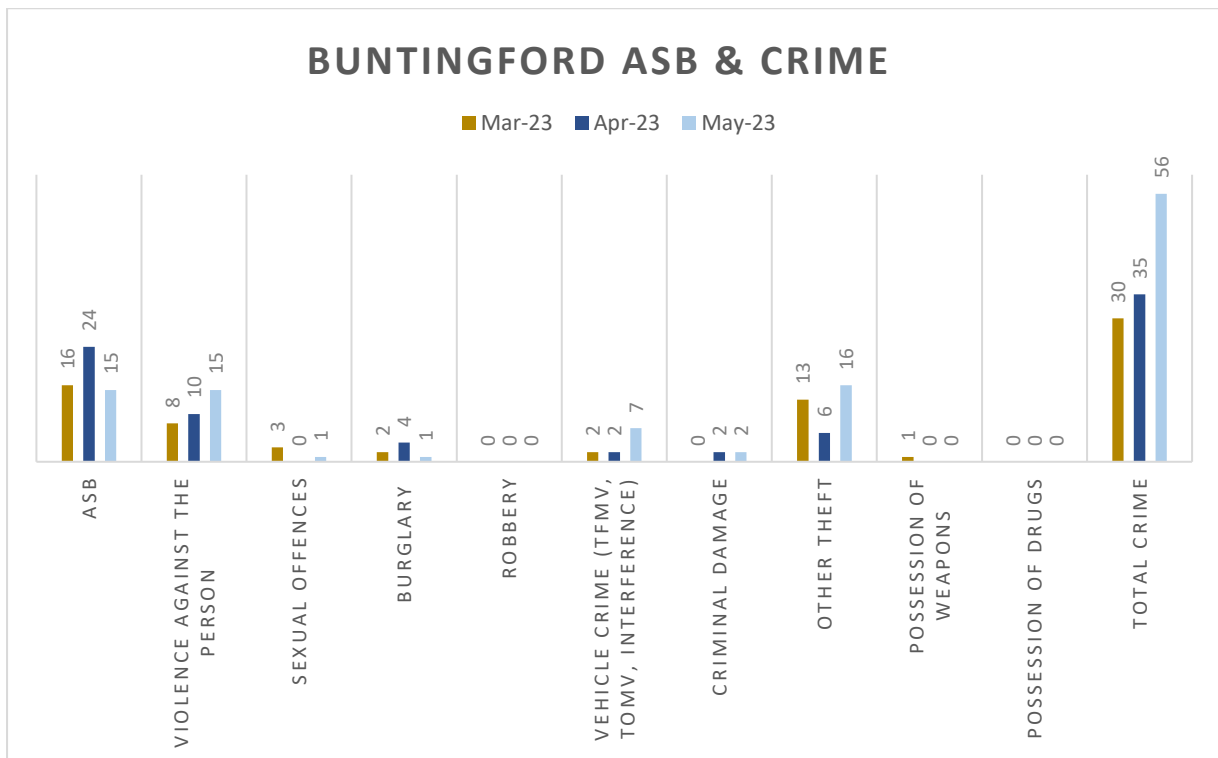
Aspenden

No recorded crimes or ASB in May 2023

Buckland and Chipping

1 common assault (Buckland) and 1 malicious communication (Chipping) in May 2023

Buntingford Town



Increased number of thefts in May. Mostly shoplifting: 4 by the same repeat offender at the same location who has since been arrested.

Wyddial

No recorded crimes in May 2023

OWL:

Local specific messages: Criminal Damage – Freman Pool

Buckland and Chipping Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2023			
	Cash in Hand 01/04/2023			18,592.64
	ADD Receipts 01/04/2023 - 30/06/2023			4,750.00
				23,342.64
	SUBTRACT Payments 01/04/2023 - 30/06/2023			4,702.88
A	Cash in Hand 30/06/2023 (per Cash Book)			18,639.76
	Cash in hand per Bank Statements			
	Petty Cash	12/06/2023	0.00	
	Unity Bank	30/06/2023	19,251.90	
				19,251.90
	Less unrepresented payments			612.14
				18,639.76
	Plus unrepresented receipts			
B	Adjusted Bank Balance			18,639.76
	A = B Checks out OK			

Buckland and Chipping Parish Council

20 June 2023 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Clerk Expenses				200.00		200.00	200.00 (100%)
4	Office & Admin				300.00	55.32	244.68	244.68 (81%)
5	Payroll Service				70.00		70.00	70.00 (100%)
6	Audit Costs				100.00	100.00		(0%)
7	Website hosting				150.00		150.00	150.00 (100%)
8	Insurance				450.00	458.14	-8.14	-8.14 (-1%)
9	Hall Hire				65.00	53.50	11.50	11.50 (17%)
10	Election Reserve							(N/A)
11	Training				90.00		90.00	90.00 (100%)
12	Newsletter				320.00	95.00	225.00	225.00 (70%)
13	Bank Charges							(N/A)
14	Other				200.00		200.00	200.00 (100%)
SUB TOTAL					1,945.00	761.96	1,183.04	1,183.04 (60%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Summer Event				900.00	123.74	776.26	776.26 (86%)
28	Winter Event				500.00		500.00	500.00 (100%)
SUB TOTAL					1,400.00	123.74	1,276.26	1,276.26 (91%)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Poppy Wreath							(N/A)
24	Kiosks & Electric				110.00	93.82	16.18	16.18 (14%)
25	AED				100.00		100.00	100.00 (100%)
26	Misc & Reserve							(N/A)
SUB TOTAL					210.00	93.82	116.18	116.18 (55%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Precept		4,750.00	4,750.00				4,750.00 (N/A)
SUB TOTAL			4,750.00	4,750.00				4,750.00 (N/A)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Buckland Litter Pick				1,140.00	190.00	950.00	950.00 (83%)

Buckland and Chipping Parish Council

20 June 2023 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes

30 Chipping Litter Pick		1,140.00	380.00	760.00	760.00 (66%)
SUB TOTAL		2,280.00	570.00	1,710.00	1,710.00 (75%)

Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Grass Cutting				2,500.00	1,400.00	1,100.00	1,100.00 (44%)
20 Dog Litter Bins				650.00	615.71	34.29	34.29 (5%)
21 Trees & Reserve				200.00		200.00	200.00 (100%)
22 Bus Shelter				480.00	160.00	320.00	320.00 (66%)
SUB TOTAL				3,830.00	2,175.71	1,654.29	1,654.29 (43%)

Salary

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				2,550.00	612.14	1,937.86	1,937.86 (75%)
2 PAYE					153.00	-153.00	-153.00 (N/A)
SUB TOTAL				2,550.00	765.14	1,784.86	1,784.86 (69%)

Subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15 HAPTC				146.00	145.86	0.14	0.14 (0%)
16 ICO				40.00		40.00	40.00 (100%)
17 SLCC				70.00		70.00	70.00 (100%)
18 CPRE							(N/A)
SUB TOTAL				256.00	145.86	110.14	110.14 (43%)

Summary

NET TOTAL		4,750.00	4,750.00	12,471.00	4,636.23	7,834.77	12,584.77 (100%)
V.A.T.					143.59		
GROSS TOTAL		4,750.00			4,779.82		

Buckland and Chipping Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10 PAYE	21/06/2023		Unity Bank	475PM001762172401	PAYE	HMRC	E	153.00		153.00
11 Salary	21/06/2023		Unity Bank	Mar- June 2023	Salary	Caroline Scott	E	612.14		612.14
28 Bank Charges	30/06/2023		Unity Bank	June 2023 service cha	bank charge	Unity Bank	E	18.00		18.00
24 Chipping Litter Pick	03/07/2023		Unity Bank	June - July 2023	Litter Picking	Dale Holt	Z	190.00		190.00
22 Newsletter	03/07/2023		Unity Bank	5372	Printing	Alan Sharpe	Z	50.00		50.00
23 Buckland Litter Pick	03/07/2023		Unity Bank	June - July 2023	Litter Picking	Naomi Longcroft	Z	190.00		190.00
21 Summer Event	03/07/2023		Unity Bank	Penny Coronation exp	Expenses	Penny Newman	Z	44.94		44.94
27 Grass Cutting	03/07/2023		Unity Bank	INV-0012	Grass Cutting	Complete Grass Cutting Servi	Z	280.00		280.00
25 Bus Shelter	03/07/2023		Unity Bank	June - July 2023	Bus Shelter Cleaning	Mick Webb	Z	80.00		80.00
29 Newsletter	03/07/2023		Unity Bank	5380	Printing	Alan Sharpe	Z	55.00		55.00
26 Training	03/07/2023		Unity Bank	Chairman training	Training	HAPTC	Z	30.00		30.00
Total								1,703.08		1,703.08

Buckland & Chipping Parish Council

Standing Orders

reviewed May 2023

NALC MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

National Association of Local Councils (NALC)

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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 chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d 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.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f 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.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his 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.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n 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.
- o Unless permitted by the chairman of the meeting, a councillor may speak once

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 he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r 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 chairman 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 his 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 (5) minutes without the consent of the chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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 OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- 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 (15) minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**
- r **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours unless agreed by a resolution of the Council.

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 (6) clear days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (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 by a special motion agreed by the Proper Officer. A written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING 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 to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

12. DRAFT MINUTES

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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [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 [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [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.**

14. CODE OF CONDUCT COMPLAINTS

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

PROPER OFFICER

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.

- a The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

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

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman and the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- 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).

15. 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.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and

payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. 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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or

the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

18. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c. The chairman of Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of any member of staff. The reviews and appraisal shall be reported in

writing and are subject to approval by resolution by Council.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of Council or in his absence, the vice-chairman of Council 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 any member of staff relates to the chairman or vice-chairman of the Council, 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).

19. 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 *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

21. 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.

22. 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), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[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.]

The above is applicable to a Council without a common seal.

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

24. 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.

25. 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed: May 2023

Next review due: May 2024 or as required



Buckland & Chipping Parish Council

Clerk: Caroline Scott - Lye End Farm, Sandon, HERTS, SG9 0RS

Tel: 07542 758 948

e mail: clerk.bucklandandchippingpc@gmail.com

www.bucklandandchipping.org.uk

MEETING No 321 of BUCKLAND & CHIPPING PARISH COUNCIL

Annual Parish Council meeting

Monday 3rd July 2023, 7.30pm in St Andrew's Church, Buckland

To: Cllrs Helen Dauris(Chair), Robert Arkle (Vice), Jeff Kenyon, Penny Baxter-Newman, Debbie Thompson.

You are summoned to attend Meeting No 321 to transact the business on this agenda

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

Signed: Caroline Scott, Proper Officer and Clerk to the Parish Council

Date: 25th June 2023

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

321.1 Apologies for absence

1. Councillors (stating the reason)
2. Other apologies

321.2 Declarations of Interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda (*including non-pecuniary, with the nature of the interest*). *Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.*
2. To receive and consider members' written requests for dispensations for declarable interests (if any)

321.3 1. Approval of Minutes: Annual Parish Council Meeting, 22nd May 2023

2. **Approval of Minutes: Ordinary Parish Council Meeting 320, 22nd May 2023**

321.4 Police Report: To receive report from the Rural Safer Neighbourhood Team

321.5 To receive County and District Councillor reports

321.6 To hear from Dean Wigzell, new CCT contact for St Andrew's Church in Buckland

321.7 To consider suspending the Meeting for Public Comments: Limited to 15 minutes

321.8 Finance

1. **To approve the accounts statements**
2. **To note the reconciliation of the Accounts and Bank Statement**
3. **To note the 2023/24 budget vs actual performance**
4. **To approve the list of payments**

5. Annual Governance and Accountability Return (AGAR) 2022/23: update

321.9

Planning

1. New Applications: *None*

2. Decision Notices: For information only

3. Other planning matters or applications received too late for the agenda

321.10

Parish Matters

1. August Newsletter:**1.** to agree an editor

2. to agree deadlines for **(i)** copy, and

(ii) consider print quantity required

(iii) ok press, and printing, and

(iv) delivery

2. Website (DT to report)

3. Noticeboards – usage, key arrangements, magnets.

4. Highways matters – to agree a date for councillors to meet and walk the highways.

5. Buckland Common/Back Lane - access by Moat Corner

6. Maintenance of the bridleway to the church: Update

7. Clearance of footway south of Buckland (PBN to report)

8. Parish Notice/Information Boards etc: refurbishment update (JK to report)

9. Bus shelter

10. Chipping milestone restoration (Highways, JK to report)

11. Update: The Countryman (RA to report)

12. Emergency Plan update (JK to report)

13. St Andrew's Church and Churchyard: possible Warm Space Grant

14. To consider signing the Armed Forces covenant – update (RA to report)

15. Working Group matters as raised with the CCT, including lighting and war memorials: (JK to report)

16. F Cooper: Diary of grass cutting dates undertaken in summer 2022 to support invoice.

17. Water Wheel land maintenance

18. Contents of Buckland telephone box: (PBN to report)

321.11

Events

1. Summer event, 9th September 2023 (Update from working group)

2. Bonfire and Fireworks night, 5th November 2023

321.12

Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda)

321.13

To note items for future agendas: And to receive any other items for future consideration:

321.14

Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 4th September 2023, St Andrew's Church, Buckland

Buckland & Chipping Parish Council

Pay Period **Jun-2023**
Pay Date **21-Jun-2023**
Pay Type **Monthly**
Payment Method **BACS**

Tax Code **BR (W1/M1)**
NI Number **JM 64 02 17 B**
NI Table Letter **A**

C F Scott

Lye End Farm
Sandon
Buntingford
SG9 0RS

Year to Date

Taxable Gross Pay **765.14**
Income Tax **153.00**
Employee NIC **0.00**
Employer NIC **0.00**

Payments

Basic Pay **616.68**
March Pay **148.46**
Total Payments 765.14

Deductions

Income Tax **153.00**
National Insurance **0.00**
Total Deductions 153.00

Net Pay

612.14

Buckland & Chipping Parish Council 2023-24

Employer's Tax Summary

Apr-2023 to Jun-2023

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C F Scott	765.14	153.00		612.14	
Total	765.14	153.00	0.00	612.14	0.00

Employer Totals:

	PAYE Quarter
Total Net Pay	612.14
TAX:	
PAYE Tax	153.00
Total Tax Due	153.00
NIC:	
Employer NIC	0.00
Total NIC Due	0.00
Total Tax & NIC Due	153.00
HMRC ACCOUNT:	
Tax & NIC due for Q1	153.00
Payment for Q1	153.00
Balance carried forward to Q2	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	765.14

Amounts shown in the PAYE Quarter column are the totals for all the pay periods in that PAYE Quarter.

YOUR RECEIPT
THANK YOU
CALL AGAIN

REG 27-04-2023 11:33
C01 MC#01 358653
CT 1

5 DEPT01	.14.95
3 DEPT01	.9.00
6 DEPT01	.12.00
1 DEPT01	.7.00
1 DEPT01	1.09
TL	41.94
CASH	50.00
CG	5.06

Penny Expenses
for Coronation event
May 2023
£ 44-94.

INVOICE

Sharpe Print & Design

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INVOICE ADDRESS

Buckland & Chipping Parish Council
C/o 4 Chipping Hall Cottages
Chipping
Buntingford
Herts SG9 0PG

DELIVERY ADDRESS

Collected

DELIVERY DATE	DELIVERY No.	ACCOUNT No.	TRANSACTION	REP. AREA	JOB NUMBER	YOUR ORDER NUMBER	INVOICE DATE	INVOICE No.
13-6-2023		B008			5372	Robert Arkle	13-6-2023	5372

PRODUCT CODE	DESCRIPTION	UNIT PRICE	PRICE PER	AMOUNT	VAT
135	Buckland & Chipping Whats App Newsletter - June 2023 Printed in full colour both sides on 130gsm Art paper Trimmed to A4 size From pdf file supplied New Account: Nationwide Building Society Sort Code: 07-08-06 Account Number: 32949719 Account Ref: Alan Sharpe	£50.00		£50.00	2

CODE	GOODS	VAT RATE	VAT AMOUNT
2	£50.00	0%	£0.00

INVOICE GOODS	INVOICE VAT	INVOICE TOTAL
£50.00	£0.00	£50.00

BACS or Auto Payments:

Nationwide Building Society
Sort Code: 07-08-06
Account Number: 32949719
Account Ref: Alan Sharpe

Sharpe Print:

Units 14 & 15 | Park Farm
Ermine Street | Buntingford
Hertfordshire | SG9 9AZ

Terms are strictly nett 15 days
V.A.T. Registration No. 493 0391 40

Tel: 01763 273 296
E-mail: accounts@sharpeprint.co.uk
Web: www.sharpeprint.co.uk



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

Naomi Longcroft
4 The Limes
Buckland
SG9 0PW

PAYMENT FOR BUCKLAND LITTER COLLECTION

Two months, June 2023 – July 2023 2 of 6

£190

With thanks

When working you should wear a high visibility jacket and use the appropriate tools

Yours sincerely

A handwritten signature in blue ink that reads "Caroline Scott". The signature is written in a cursive style.

Caroline Scott
Clerk to Buckland & Chipping Parish Council



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

Dale Holt
3 Brookside
Chipping
SG9 0PH

PAYMENT FOR CHIPPING LITTER COLLECTION

Two months, June 2023 – July 2023 2 of 6

£190

With thanks

When working you should wear a high visibility jacket and use the appropriate tools

Yours sincerely

A handwritten signature in blue ink that reads "Caroline Scott". The signature is written in a cursive style.

Caroline Scott
Clerk to Buckland & Chipping Parish Council



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

M Webb
4 Deacons Place
Baldock Road
Buntingford
SG9 9FT

CLEANING TWO BUS SHELTERS and KIOSKS 2023

PAYMENT 3 of 6

June - July 2023

£80.00

Online Payment

With thanks

Caroline Scott

Clerk to Buckland & Chipping Parish Council



Hertfordshire Association of Parish and Town Councils

Kimpton Memorial Hall, Hall Lane, Kimpton. SG4 8RD
T: 07956 590094 email: sue@haptc.org.uk www.haptc.org.uk

Buckland & Chipping Parish Council

Invoice No: 2324/194
Date: 02.06.23

INVOICE

For: • Chairmanship Training June 22 nd Cllr Dauris	£30
Total Due	£30

BACS: Sort code 60-83-01 Account 20361897

Name for confirmation of payee: **Hertfordshire Association** Reference: **invoice number**

*If paying by **cheque**, please write the **invoice number on the back** and make payable to:
Hertfordshire Association of Parish and Town Councils
Post: **HAPTC, Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton, SG4 8RD***

HAPTC, Kimpton Memorial Hall, Hall Lane, Kimpton, SG4 8RD
T: 07956 590094 E: sue@haptc.org.uk W: www.haptc.org.uk
Registered in England and Wales. Limited Company No. 09010403



TAX INVOICE

Buckland & Chipping Parish Council
Buckland & Chipping PC

Invoice Date
27 Jun 2023

Invoice Number
INV-0012

Complete Gardening
Services LTD
188 monks walk
Buntingford
Herts
SG9 9DY
+447766 759895

Description	Quantity	Unit Price	VAT	Amount GBP
Labour	1.00	280.00	No VAT	280.00
Chipping/Buckland parish maintenance All areas Completed June 27th 2023				
Subtotal				280.00
TOTAL NO VAT				0.00
TOTAL GBP				280.00

Due Date: 27 Jun 2023
Complete Gardening Services LTD
04-00-03
79542707

INVOICE

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INVOICE ADDRESS

Buckland & Chipping Parish Council
C/o 4 Chipping Hall Cottages
Chipping
Buntingford
Herts SG9 0PG

DELIVERY ADDRESS

Collected

DELIVERY DATE	DELIVERY No.	ACCOUNT No.	TRANSACTION	REP. AREA	JOB NUMBER	YOUR ORDER NUMBER	INVOICE DATE	INVOICE No.
30-6-2023		B008			5380	Robert Arkle	30-6-2023	5380

PRODUCT CODE	DESCRIPTION	UNIT PRICE	PRICE PER	AMOUNT	VAT
150	Buckland & Chipping Newsletter - July 2023 - Issue 115 Printed in full colour both sides on 130gsm Art paper Trimmed to A4 size From pdf file supplied New Account: Nationwide Building Society Sort Code: 07-08-06 Account Number: 32949719 Account Ref: Alan Sharpe	£55.00		£55.00	2

CODE	GOODS	VAT RATE	VAT AMOUNT
2	£55.00	0%	£0.00

INVOICE GOODS	INVOICE VAT	INVOICE TOTAL
£55.00	£0.00	£55.00

BACS or Auto Payments:

Nationwide Building Society
Sort Code: 07-08-06
Account Number: 32949719
Account Ref: Alan Sharpe

Sharpe Print:

Units 14 & 15 | Park Farm
Ermine Street | Buntingford
Hertfordshire | SG9 9AZ

Terms are strictly nett 15 days
V.A.T. Registration No. 493 0391 40

Tel: 01763 273 296
E-mail: accounts@sharpeprint.co.uk
Web: www.sharpeprint.co.uk

Complete Gardening Services
188
Buntingford
Hertfordshire
SG99DY
07766759895
cgardeningsservices17@gmail.com



INVOICE

INVOICE TO
Buckland/chipping Parish council

INVOICE NO. 1393
DATE 26/05/2023
DUE DATE 26/05/2023
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Labour Chipping/Buckland grass cut contract. All areas. Completed Friday 26th may 2023	1	280.00	280.00

		BALANCE DUE	£280.00

Complete Gardening Services
188
Buntingford
Hertfordshire
SG99DY
07766759895
cgardeningsservices17@gmail.com



INVOICE

INVOICE TO
Buckland/chipping Parish council

INVOICE NO. 1394
DATE 13/06/2023
DUE DATE 13/06/2023
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Labour Chipping/Buckland parish council Grounds maintenance all areas Completed 11th June 2023	1	280.00	280.00

BALANCE DUE

£280.00