

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Amy Gallant

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com**MINUTES DECEMBER 2022**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 14th December 2022** at **7:00pm** in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
 Donald Pickering, Vice Chair
 Stan Chapman, Councillor
 Robin Graves-Morris, Councillor
 Mary Haslam, Councillor
 Robert Lovick, Councillor
 Harry May, Councillor
 Louise Parker, Councillor
 Sindy Ratani, Councillor
 Brendan Shakeshaft, Councillor
 Bev Standen, Councillor

In Attendance: Amy Gallant, Parish Clerk
 Harry Blathwayt, District Councillor
 Richard Price, County Councillor
 10 members of the public

Apologies: None

The meeting was brought to order at 7:04pm.

1) PUBLIC FORUM**a) Items from the Public**

Road safety concerns were raised regarding the speed at which drivers turn into Station Road from the A149 and the parking on Station Road towards the Post Office was dangerous as this restricts the view of cars coming round the corner.

It was noted that the vandalised bench at the junction of Station Road near the A149 was in frequent use and members of the public would like the bench to be replaced.

b) Items from the County Councillor (arrived at 7:25pm)

A response had been received by the Environment Agency regarding the recent saline surge and it was confirmed that two new saline monitors would be installed to better understand and predict how much salt water currently extends into the Broadland rivers.

It was noted that Sea Palling had lost its blue flag status and a meeting had been requested with the Environment Agency to discuss further as concerns were raised that this could affect tourism in the area.

Cllr. Price confirmed that he was seeking a site visit with Police and Highways at the junction of Mill Road and Station Road to address road safety concerns raised by the public.

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c) Items from the District Councillor

Cllr. Blathwayt confirmed that as Chair of the Broads Authority Planning Committee he would leave the meeting for any discussions pertaining the Broads Authority Planning applications and take notes of Council's discussions at a later date.

Successful recycling levels across Norfolk were decreasing and residents were reminded to ensure the recycling of proper items in their domestic waste.

A new online portal would be opening on the NNDC planning site for S106 funds and Potter Heigham was encouraged to check the site to determine if funds were available for the Parish. **ACTION** Clerk to check the portal.

Cllr. Blathwayt confirmed that NNDC had little involvement with traffic management as this was a matter for NCC but may be able to provide additional funding if a proposal is agreed by NCC.

d) Items from Outside Bodies

i) Police

A large haybale fire took place on 13th November. Suspects had been identified and in hand. Awaiting an update regarding reported suspicious activity on Latham's car park and use of electric scooters around the village.

ii) Ludham School

No updates.

iii) Village Hall Management Committee

There had been no Committee meeting since the last meeting of the Council and the next Committee meeting would take place in February.

The Winter Warming Centre at the Village Hall was now open from 11am to 2.30pm every Thursday until the end of March, the Bowls Club kitchen window had been repaired, the faulty lock on the front door was being tended to and grass cutting had now stopped for the winter months and would resume in the Spring.

It was noted that the second instalment of the Village Hall Grant was pending until such a time that Council received payment of the insurance claim from the electrical fire.

An installation date for the CCTV would be confirmed in due course and it was noted that some CCTV equipment comes with number plate recognition and that this could be a helpful feature. **ACTION:** Cllr. Turner to confirm specifications of the donated CCTV equipment.

Thanks were shared with Hazel and the Bowls Club for their support with the Village Halls decorations and to Barry for undertaking the 3 yearly checks on the electrics.

iv) Any other items from Councillors representing Outside Bodies

No other reports.

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2) DECLARATIONS OF INTEREST

a) To note disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting

Cllr. May disclosed a personal interest regarding planning application BA/2022/0006/REF for the Old Bridge Hotel Site due to connections with the developer and the architect.

b) To approve applications for dispensation for pecuniary interests

No applications received.

3) MINUTES OF THE LAST MEETING

a) To approve the minutes of the meeting of Potter Heigham Parish Council held on 9th November 2022 [PHPC1]

Council **AGREED** to approve the minutes of the meeting of the Potter Heigham Parish Council held on 9th November 2022.

It was noted that item 9e) had been updated from 'bonding' to 'bundling'.

4) MATTERS ARISING

a) To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 9th November 2022 [PHPC2].

Under item 5a) it was noted that the webpage for publishing Highways matters had been drafted and would be populated with current requests and their status update in due course.

Under item 7d) Councillors were reminded that the deadline for response to the Rural Mobility Survey was Friday 16th December and should Council wish to submit a response, comments should be sent to the Clerk as soon as possible.

Under item 9e) Highways had confirmed action would be taken to trim back the hedge at the junction of Station Road and the A149 to improve visibility and that upon inspection of the junction at the Causeway and the A149 no defect was found by the inspector. It was suggested that photographs could be taken to support a further request. No response had been received regarding the overgrown verge obstructing double yellow lines between Causeway Cottage and Latham's Car Park.

Under item 10b) Cllr, Ratani was awaiting a response for quotes for a suitable projector.

All remaining actions were reported as complete.

b) To note any other matters arising from the meeting of Potter Heigham Parish Council held on 9th November 2022.

Clarification on item 9f) was sought and it was confirmed that the grate had been cleared.

Clarification on item 2b) was sought and it was confirmed that the £38,000 referenced was an estimated cost for the Road Safety Fund for all parishes under County Cllr. Price.

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5) CLERKS REPORT

a) To note the status of outstanding actions arising from previous meetings of Potter Heigham Parish Council [PHPC3].

Under item 7g) it was confirmed that the hedges from the County Farm Scheme would be delivered imminently for planting. Cllr. Pickering will notify the Clerk should assistance with planting be required.

Under item 7a) it was noted that the Environment Agency would likely need more information on when and where members of the public were camping near Herbert Woods and Latham's in order to determine if waste was going into the dyke and it was **AGREED** that camping would be monitored by Cllr. Lovick.

Under item 7d) it was confirmed that preparations were underway including the necessary paperwork, training and equipment. It was confirmed that associated costs would be covered by the Constabulary and it was estimated to be up and running in the new year. It was noted that Speedwatch would operate throughout the year but would not be able to operate during dark hours. The locations for speed guns would be directed by the Police. It was **AGREED** to update Cllr. Price with progress with the scheme.

Under item 11g) Cllr. Standen would confirm all SAM2 data held by the Clerk. It was noted that a central record of SAM2 data was essential to ensure Council could continue to operate effectively and it was **AGREED** that Cllr. Standen would continue to download and analyse the data for SAM2 and circulate to full Council.

All remaining actions were reported as ongoing.

6) PLANNING MATTERS

A motion to change the order of business on the agenda was **AGREED** and planning matters were discussed following the Clerks Report.

a) To discuss new applications received

i) NNDC Ref PF/22/2609 [PHPC8]

Council **AGREED** to make no objections or comments on the application.

ii) NNDC Ref PF/22/1215: Council noted the amended plans did not address objections raised from the original consultation and **AGREED that Council's stance on the application remained unchanged.**

iii) NNDC Ref PF/22/2860 [PHPC9]

It was noted that the Planning application was received following circulation of the agenda and the application was considered by Councillors via email on 9th September. Council **AGREED** to make no objections or comments on the application.

b) To note decisions taken

No decisions had been taken since the last meeting of the Parish Council.

c) planning application BA/2022/0006/REF for the Old Bridge Hotel Site

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Cllr. Blathwayt left the meeting. Council considered amended plans submitted for the Old Bridge Hotel Site. It was noted that the amended application did not address previous concerns raised and Council **AGREED** to submit an objection to include reference to the following; pollution to the river from the severed sewerage pipe from Repps with Bastwick to Potter Heigham, impact of tree removal, adequacy of parking and the capacity of the pumping station and soak away sewerage system.

7) GOVERNANCE MATTERS

a) Response to petition from the Traffic Action Group [PHPC4]

i) Proposal to re-structure a temporary Working Group for Road Safety

Thanks were shared with the Traffic Action Group for the work completed to date and the time taken to share ideas to the Council. The Group was encouraged to continue their efforts and to keep Council informed at monthly meetings.

The petition and presentation presented at the December meeting highlighted SAM2 data, speeding issues and comments from the community concerning speeding on Bridge Road and Council was asked to re-evaluate its position on the subject of vehicles speeding in the village.

It was noted by the Chair, that recent publications in the local newsletter iNews did not accurately reflect the work of the Council and that Council has demonstrated its concern for speeding and road safety as documented in the minutes of meetings during the previous year. Decisions and actions of the Parish Council regarding speeding issues included the formation of a Working Group, Cllrs. Standen and Rice to look at matters concerning speeding and road safety, generation of ideas for possible traffic calming measures, a survey of residents, review of available grants, ongoing meetings with the Police and Highways, A Community Speedwatch effort is being led by Cllr. Ratani. Due to a number of events throughout the year including Councillor absences, resignations and cancelled meetings it is unfortunate that actions have not progressed as desired.

It was confirmed that the Council would continue to work on this and advocate and leverage possible solutions within its powers and to continue to seek advice and guidance from County and District Councillors. It was noted that the Council could only inform and suggest changes and improvements that might be implemented by Highways.

To date, no proposal to address speeding concerns had been formally prepared and submitted to Council for consideration and Cllr. Turner proposed to restructure the Working Group for Road Safety to continue with Cllr. Shakeshaft as lead.

It was proposed that the Group would develop a working relationship with other Councillors, members of the public and the Traffic Action Group as appropriate to ensure all information and ideas could be effectively shared and communicated. It was noted that while Council agreed that speeding at the Bridge Road and the Mill Road junction was concerning, speeding was also an

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issue at the A149 Station Road junction, Marsh Road and Church Road and that the Working Group should consider these locations as well. In addition, it was proposed that the Working Group consider the locations of the SAM2 posts and traffic concerns at the entrance to Mill Road.

A motion to restructure the Working Group for Road Safety with Cllr. Shakeshaft as the lead was proposed by Cllr. Lovick, seconded by Cllr. May with all in favour.

b) To approve Lead Councillor Terms of Reference [PHPC5]

Council **AGREED** to adopt the Lead Councillor Terms of Reference as presented.

c) To agree 2023 meeting dates

Council **AGREED** to continue to schedule meetings for the second Wednesday of the month starting at 7:30pm in the Village Hall with the exception of the Annual Meeting of the Parish Council which would be held on Monday 15th May to accommodate requirements of the election. The date for the Annual Parish Meeting would be agreed in due course.

8) FINANCIAL MATTERS**a) To note bank balances at 30 November 2022**

i) Unity Current Account ...7717	£7,587.01
ii) Unity Current Account ...7720	£10,538.07
iii) Cambridge & Counties ...2217	£12,858.52

b) To approve payment of the following:

i) A Gallant	Salary & Expenses November 2022	£498.57
ii) HMRC	PAYE Deductions	£8.40
iii) Norfolk ALC	Whole Council Training	£432

Council **AGREED** to approve all payments. It was noted that the switch to Unity Trust Bank was now complete and following approval at the July meeting Council would be making online payments moving forward, in line with Potter Heigham Parish Council's Financial Regulations.

c) To note payments made since the last meeting:

i) URM Ltd.	Glass Recycling	£110.59
ii) R Grady Builders	Village Hall Re-painting	£3485
iii) HAGS	Inclusive Swing	£844

d) To note funds received since last meeting:

i) Norfolk Community Foundation	Community Hot-Spot	£2000
ii) Potter Heigham Trust	Donation	£659
iii) Village Hall	Donation	£185

e) To consider quotes received for Churchyard Grass Cutting [PHPC6]

Council **AGREED** to accept the quote by Garden Guardian for 2023.

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f) To consider first draft budget 2023-24 [PHPC7]

Council **AGREED** to remove all proposed budget lines for removal. No further amendments to the proposed budget were raised. It was noted that a final copy of the 2023-24 budget would be presented at the January meeting for approval.

9) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments

No further updates for action by Council.

b) Drainage

Footpaths remain flooded at high tides. High tides were expected over the Christmas period and drainage on the footpaths would be monitored.

c) UTWG

No further updates for action by Council.

d) Environment

It was noted that the mattress dumped on Latham's Car Park had been removed and no further environment issues had been identified at this time.

e) Footpaths and Highways

One of the two Potholes on Meadow Court had been filled in and it was noted that the work appeared to be unfinished. The footpath outside Carston House on Station Road remained unfinished, one pothole to be reported outside Causeway Cottage and a second to be reported outside Hall Farm.

ACTION: Clerk to report all Highways matters for action.

It was noted that a letter had been received by Council from residents regarding the status of the road surface on Mill Road that would be forwarded to Highways for consideration.

f) Staithe

Work on repairing the capping on the Staithe had temporarily stopped due to adverse weather conditions and would continue in due course.

g) SAM2

Speeding at night time on Bridge Road had been captured on SAM2. It was noted that a Police speed gun was observed in use outside the bus stop on Bridge Road approximately 6-8 weeks ago and police confirmed no speeding fines had been issued.

10) REPORTS FROM COMMITTEES AND WORKING GROUPS

There were no active Committees or Working Groups at the time of the meeting.

11) CORRESPONDENCE

a) To consider resident proposal for a new dog bin [PHPC10]

Council **AGREED** to the provision and installation of a Dog Bin (with post) to be supplied by North Norfolk District Council at the quoted cost of £275.00. The dog bin would be installed at the junction between Church Road and Green Lane in

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consultation with North Norfolk District Council. **ACTION:** Clerk to liaise with NNDC regarding the purchase and installation of the new dog bin.

It was noted that the draft 2023-24 budget would be updated to include costs for the new bin.

It was reported that a Dog Bin request for the Staithe was received in April 2021. Council noted there were a number of existing black bins on the Staithe which could be used for dog waste and considered whether a sticker could be adhered highlighting they were suitable for dog waste. **ACTION:** Clerk to confirm permissions for adhering dog waste stickers to the existing bins.

12) OTHER ITEMS FOR DISCUSSION AND DECISION

a) To consider proposal for a “Drop-in Surgery” for parishioners to speak with Councillors.

A weekly “Drop-in Surgery” held at the Village Hall was proposed, providing an opportunity for residents to meet with Councillors face-to-face to raise any questions, comments or concerns for the attention of Council. It was noted that sessions would need to be manned by a minimum of two councillors and would need to be arranged around Village Hall bookings.

Council noted the existing ways in which residents could reach out to Councillors including contact details available on the Parish Council website, attendance and discussion during the Public Forum at monthly meetings and approaching Councillors around the village.

It was **AGREED** that it would be useful to determine if the community would welcome face-to-face sessions with Councillors before moving forward with the proposal. **ACTION:** Cllr. Haslam to include details of the proposal in the Gazette asking parishioners to contact the Clerk with any expression of interests.

b) To consider status of application for trees for the village

The application to the Norfolk Tree Fund, approved at the October 2021 meeting, had not progressed and the fund was no longer active. Council considered application to the Jubilee Trees for Norfolk Scheme and **AGREED** to discuss further at the next meeting pending suggested locations for planting. **ACTION:** Councillors to forward suggested locations for planting to the Clerk for further discussion at the next meeting.

13) ANY OTHER BUSINESS

A note of thanks was received by the Council for the purchase and installation of the inclusive swing. The Winter Warming scheme launched on 8th December and Councillors were encouraged to continue to spread the word amongst the community and for volunteers to contact Cllr. Haslam. Councillors were thanked for their continued support with volunteering and attendance at various events for the community during the past year.

A donation of £150 for flowers to be planted on the Staithe had been received by Council.

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14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC¹

There were no items for the exclusion of the press and public.

DATE AND TIME OF NEXT MEETING

Wednesday 11th January 2023 at 7:30pm in the Village Hall.

The meeting adjourned at 9:47pm.

Chair:

Date:

¹ A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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Actions Arising: Wednesday 14th December 2022			
Minute Ref.	Action	Who	Status Update
1c)	Check the NNDC portal for available S106 funds.	Clerk	
1diii)	Confirm specifications of the donated CCTV equipment regarding number plate recognition.	ST	
9e)	Report all Highways matters for action.	Clerk	
11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	
	Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	
12a)	Include details of the proposal in the Gazette asking parishioners to contact the Clerk with any expression of interests.	MH	
12b)	Councillors to forward suggested locations for tree planting in the village to the Clerk for further discussion at the next meeting.	Cllrs.	

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Council Actions: The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.						
Meeting Date	Minute Ref.	Action	Who	Status Update		
13.07.2022	7g)	Submit an application to Norfolk County Farms Hedgerow Restoration.	Clerk	Complete: Delivery received in December for planting by Cllr. Pickering.		
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.		
12.10.2022	7a)	Contact Environment Agency regarding concerns of waste disposal from camping on Latham's car park.	Clerk	Ongoing: Emailed 18 th November. Awaiting response.		
	7d)	Co-ordination of Community Speedwatch	SR	Ongoing: Preparations underway including paperwork and training. Speedwatch estimated to be up and running in the new year.		
	11g)	Publish SAM2 data on the Parish Council Website.	Clerk	Ongoing: Web page drafted and awaiting receipt of SAM2 data requested from Cllr. Standen.		
	12d)		Notice to be installed on the paper recycling bank confirming no cardboard accepted.	ST	Complete: Notice created and installed.	
			Confirm if any companies can offer recycling credits for cardboard.	SR	Update required	
09.11.2022	2a)	Take the Traffic Action Group petition and points raised under consideration.	ST	Complete: Council agreed to restructure the Working Group for Road Safety at the December meeting.		
	2a)	Letter to property owner regarding overgrown hedge.	Clerk	Complete: Letter sent and response received confirmed hedge had now been cut back.		

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	5a)	Publication of reported Highways matters and status on the Parish Council website.	Clerk	Ongoing: Website page drafted.
	7c)	Allotment Tenants notification of Country Farms Rent Review for Green Lane Allotments	DP	Complete: Tenants notified.
	7d)	Collate and submit responses for the Rural Mobility Survey	Clerk	Complete: Survey deadline passed and no responses received.
	9c)	Request latest updates from Flood Warden	Clerk	Complete: Presented under item 11a (paper PHCP10.)
	9e)	Report all requests for highways action	Clerk	Ongoing: Highways enquiries raised and awaiting response.
	9f)	Request grate cleaning to the entrance of the Staithe	Clerk	Complete: Grate cleaning actioned.
	10b)	Obtain quotes for Projector	ST	Ongoing: Advice sought and awaiting response on possible donation of 2 nd hand projector.

Clerk Actions for 2022-23		
Area for Development	Description	Progress
Policies	<p>Prioritise the development, approval and implementation of Legislative Policies including:</p> <ul style="list-style-type: none"> ● Data Protection Policy ● Privacy Notice ● Freedom of Information Policy ● Model Publication Scheme ● Equal Opportunities Policy ● Discipline & Grievance Procedure ● Health & Safety Policy <p>Carry out necessary audits and/or reviews of existing processes to ensure compliance with approved Policy e.g. internal audit of PHPC website confirming compliance with the Model Publication Scheme and Transparency Code and make recommendations for web development as necessary.</p>	Ongoing: Grievance Policy, procedure and supporting documents including template letters drafted. Freedom of Information Policy, Procedure and Model Publication Scheme drafted. Data Protection Policy, procedure and Subject Access Request Form drafted.
Asset Register	Review of PHPC Asset Register confirming the status and maintenance needs for all assets and produce an accurate and up to date register with supporting documentation such as proof of ownership, land deeds etc.	Not started.
PHPC processes and supporting documentation	Standardised Summons, Agenda and Minute templates	Complete: Approved at the November meeting.
	Development of an Agenda schedule	Complete: Internal document shared with the Chairman for planning purposes. Available for information to Council upon request.
	Standardised Policy & Procedure template	Ongoing: Drafted and the same template has been used across all new policies as they are developed. To be approved by Council and to

		update existing policies under the new template.
	Vacancy & Co-option Induction Pack	Not started.
Councillor Training	Liaise with NALC to arrange Councillor Training as soon as possible.	Complete: Whole Council Training took place Thursday 10 th November.
Finance	No actions set for 22-23.	

POTTER HEIGHAM PARISH COUNCIL

STANDING ORDERS

Adopted April 2021

Review Due April 2023

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/she 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/she considers has been

breached or specify the other irregularity in the proceedings of the meeting he/she 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 3 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**

Text in bold denotes Standing Orders that are set out in law and cannot be changed.

- 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 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 raise his hand when requesting to speak. 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/she 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 normally exceed a period of 3 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 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 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/she 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/she 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/she 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/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

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

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 3 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 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 7 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 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. **DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she 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/she 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/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she 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/she has another interest if so required by the Council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she 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, 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.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the**

Council, occasioned by a casual vacancy in his office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- 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. manage access to information about the Council via the publication scheme
(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 7 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 £189,330 for a public service or supply contract or in excess of £4,733,252 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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman or, if he/she is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the next meeting.
- c The chairman, or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. 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 (or other members of staff) shall contact the chairman or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council 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. **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.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 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.

27. **EMERGENCY POWERS**

- a In the event of a major crisis which prevents the Council from meeting for a longer period of time, and it is not possible to convene a meeting in a reasonable time, the Proper Officer (in consultation with the Chairman and Vice Chairman) shall have delegated authority to make decisions on routine business on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.
- b The following principles apply to emergency powers:
 - i. Projects will be put on hold until the Council can next meeting. No decisions on project expenditure will be made during the time of using emergency powers.
 - ii. Finance - payments may be made within the approved budget - eg salaries, grass cutting, subscriptions, insurance - as normal, with the payment raised and released by the relevant signatories. Anything outside budget that cannot wait will be circulated to Councillors for decision.
 - iii. Planning - Clerk will circulate to all councillors for comment. Councillors will visit the site where possible, and will view the plans and telephone the applicant if it is not possible to make a site visit. Comments and support / object to be forwarded back to the Clerk.
 - iv. Correspondence - will be forwarded, and anything that requires further action will be requested of the Clerk.
 - v. Consultations - a lead Councillor will draft a response, which will be considered and amended / agreed by all others, then submission made by the Clerk.
 - vi. Requests from Parishioners - will be either redirected to the relevant body or forwarded to Councillors to note. The writer will be informed that Council is not currently able to meet and that their query will be raised at the next meeting.
- c All decisions will be recorded and communicated to Councillors, and a contemporaneous note will be placed in the minutes book explaining the situation and why business was conducted in this way. The note will then be signed by the Clerk and Chairman following a resolution of Council that it forms an accurate record.

Parish Chair: Ms Sheridan Turner

Parish Clerk: Ms Amy Gallant

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: potterheighamparishcouncil@gmail.com

Working Group Terms of Reference	
Role	<p>The Parish Council may establish a Working Group (Group) to carry out a specific task as defined by Council on any matter that falls within its powers.</p> <p>The task of a specific Group shall be recorded in the minutes of the Full Council meeting at which the Group was established and operate in line with the requirements laid out in this document.</p>
Responsibilities	<ol style="list-style-type: none"> 1. To tackle designated issues as directed by the Council 2. To be task specific and time limited 3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council 4. To act as experts and/or liaise with experts 5. To make recommendations to Council 6. To explain the recommendations, reasons, options to Council by way of a written report 7. To answer questions from the Council
Reports to	<p>The Chair of the Working Group will be the main point of contact for the Clerk to the Council, Councillors and members of the public. The Working Group shall report to each meeting of the Council by way of Chair's report (verbal or written) and where the Chair is unable to attend a meeting of the Full Council, another member of the Working Group shall be nominated to deliver any progress reports.</p>
Delegated Authority	<p>Working Groups have no delegated authority to act on the Council's behalf without prior resolution of full Council.</p> <p>No Working Group shall have delegated authority to receive funding or monies to be spent or committed without prior resolution of full Council.</p> <p>Any recommendations proposed by the Working Group are subject to approval by the Full Council.</p>
Term	<p>Working Groups are expected to be time limited and remain active until conclusion of the specific task. This may be for a period of as little as 1 meeting up to a period of 12 months. The continuing need for a Working Group will be reviewed at the Annual Meeting of the Council and will re-confirm a Working Group's task and membership to ensure the Group remains fit for purpose where it is still active.</p>
Meetings	<p>The Working Group will arrange its own meetings and schedule of work, as determined by the Chair of the Group in consultation with its members.</p> <p>A working Group does not meet in public, therefore formal agendas and minutes are not required and Standing Orders are not applicable.</p> <p>The Code of Conduct will still apply to any Councillor who is a member of the Working Group.</p>

POTTER HEIGHAM PARISH COUNCIL

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

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Membership	<p>The Chair of the Working Group will be appointed by the Parish Council and must be a Council member unless otherwise agreed by full council.</p> <p>A minimum of 2 Council members shall be appointed by the Chair as members of the Working Group</p> <p>The Working Group may liaise with members of the public who have specific knowledge / expertise / experience on the subject to assist the Working Group.</p>
Quorum	<p>The quorum of the Working Group shall be 3 members.</p>

DRAFT

Potter Heigham Parish Council Budget 2023-24

The budget provides an overview of payments and receipts for the previous, current and next financial year. The year-end is an estimated projection of expected remaining costs for the year. The Budget 2023-24 is based on gross figures.

Ref. PAYMENTS	Budget 2021-22	Actual 2021-22	Budget 2022-23	Actual 01/12/2022	Year-end 2022-23	Budget 2023-24
1 Parish Clerk Salary	£ 4,400.00	£ 2,739.22	£ 4,520.00	£ 4,251.45	£ 5,922.96	£ 6,023.68
PAYE / NI	£ 1,100.00	£ 668.23	£ 1,130.00	£ 413.48	£ 100.72	
2 Employers National Insurance						£ -
3 Administration	£ 100.00	£ 103.71	£ 100.00	£ -	£ -	£ 100.00
4 Parish Clerk Expenses	£ 120.00	£ 97.26	£ 120.00	£ 362.87	£ 362.87	£ 100.00
5 Working from Home Expenses	£ 60.00	£ 34.00	£ 60.00	£ 35.00	£ 60.00	£ 60.00
6 Training	£ 300.00	£ -	£ 300.00	£ 144.00	£ 504.00	£ 660.00
7 Subscriptions	£ 450.00	£ 408.04	£ 450.00	£ 311.44	£ 311.44	£ 319.22
Websites	£ 400.00	£ 115.20	£ 400.00	£ -	£ -	
8 Internal Audit	£ 60.00	£ 125.00	£ 60.00	£ 170.00	£ 170.00	£ 170.00
9 Insurance	£ 1,130.00	£ 883.17	£ 1,130.00	£ 873.94	£ 873.94	£ 1,008.17
Playing Field Grass	£ -	£ -	£ -	£ -	£ -	
10 Churchyard Grass Cutting	£ 1,600.00	£ 1,614.00	£ 1,700.00	£ -	£ 1,700.00	£ 2,244.00
11 Asset Management	£ 500.00	£ -	£ 500.00	£ -	£ -	£ 1,000.00
12 Glass Recycling	£ 150.00	£ 36.00	£ 150.00	£ 150.12	£ 200.00	£ 200.00
13 Village Hall Grant	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 2,250.00	£ 4,500.00	£ 4,500.00
14 Dog Bin Waste Collection	£ 850.00	£ 819.00	£ 850.00	£ 865.80	£ 865.80	£ 1,070.13
15 Local Government Elections	£ -	£ -	£ -	£ -	£ -	£ 2,500.00
SAM2	£ 556.00	£ 556.00	£ 200.00	£ -	£ -	
Chairman's Allowance	£ 300.00	£ 180.00	£ 300.00	£ -	£ -	
16 Staithe Flowers	£ -	£ -	£ -	£ -	£ -	£ 200.00
17 S137	£ 300.00	£ 198.85	£ 300.00	£ -	£ 200.00	£ 200.00
18 Miscellaneous	£ 100.00	£ 290.63	£ 100.00	£ 8,173.00	£ 12,867.00	£ -
Contingency	£ 94.00	£ -	£ 94.00	£ -	£ -	
VAT	£ -	£ 628.76	£ -	£ 864.54	£ 1,475.36	
19 ICO Data Protection Fee						£ 35.00

Ref. PAYMENTS	Budget 2021-22	Actual 2021-22	Budget 2022-23	Actual 01/12/2022	Year-end 2022-23	Budget 2023-24
20 Gazette Newsletter						£ 150.00
21 Current Account Charges						£ 72.00
22 Peter Sandell Award						£ 30.00
23 Kings Coronation						£ 250.00
24 Ludham Estate Rent (Allotments)						£ 900.00
25 Water Supply (Allotments)						£ 250.00
26 Movement to/from General Reserves						-£ 1,500.00
27 Movement to/from Earmarked Reserves						£ 1,150.00
TOTAL PAYMENTS	£ 17,070.00	£ 13,997.07	£ 16,964.00	£ 18,865.64	£ 30,114.09	£ 21,692.20

RECEIPTS

28 Miscellaneous	£ -	£ -	£ -	£ 3,059.00	£ 10,543.61	£ -
Website Advertising	£ 300.00	£ 50.00	£ 300.00			
29 Recycling Credit	£ 700.00	£ 1,068.65	£ 700.00	£ 170.35	£ 1,002.11	£ 1,000.00
30 Interest	£ 220.00	£ 151.39	£ 220.00	£ 127.31	£ 127.31	£ 278.36
31 Village Hall Insurance Recharge	£ 850.00	£ -	£ 850.00			
32 VAT Reclaimed	£ -	£ 1,399.51	£ -	£ -	£ 628.76	£ 1,475.36
33 Allotment Rent						£ 2,500.00
34 Precept	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 16,438.48
TOTAL RECEIPTS	£ 17,070.00	£ 17,669.55	£ 17,070.00	£ 18,356.66	£ 27,301.79	£ 21,692.20

	2021-22	2022-23	2023-24
Tax Base	415.43	410.55	411.43
Band D	£36.11	£36.54	£39.95

**Potter Heigham Parish Council Quarterly Bank Reconciliation (Q3)
Financial Year Ending 31 March 2023**

Barclays Account Ending ...7717

Statement End Balance 31 December 2022 £ 6,142.02

Less: Unpresented Payments

Sub total £ -

Net balance 31 December 2022 £ 6,142.02

Cashbook

Opening Balance 1 April 2022 £ 8,523.18

Add: Receipts £ 25,713.96

Less: Payments £ 28,095.12

Closing Balance 31 December 2022 £ 6,142.02

£ -

Barclays Account Ending ...7720

Statement End Balance 31 December 2022 £ 10,594.38

Less: Unpresented Payments

£ -

Net balance 31 December 2022 £ 10,594.38

Cashbook

Opening Balance 1 April 2022 £ 9,817.36

Add: Receipts £ 1,731.00

Less: Payments £ 953.98

Closing Balance 31 December 2022 £ 10,594.38

£ -

Cambridge & Counties Account Ending ...2217

Statement End Balance 31 December 2022 £ 12,858.52

Less: Unpresented Payments

£ -

Net balances 31 December 2022 £ 12,858.52

Cashbook

Opening Balance 1st April 2022 £ 12,731.21

Add: Receipts £ 127.31

Less: Payments £ -

Closing Balance 31 December 2022 £ 12,858.52

£ -

Potter Heigham Parish Council Quarterly Budget Report (Q3)

Financial Year Ending 31 March 2023

The following report provides an explanation of variances between the Budget and approved payments between 01/04/2022 to 31/12/2022. Budget variances presented in brackets indicate where the expenditure is *more* than the budgeted amount and the income is *less* than the budgeted amount.

Expenditure	Budget	Actual	Variance	Ref.
Parish Clerk	£ 4,520.00	£ 4,745.02	£ (225.02)	a.
PAYE / NI	£ 1,130.00	£ 421.88	£ 708.12	
Administration	£ 100.00	£ -	£ 100.00	
Mileage [& Expenses]	£ 120.00	£ 362.87	£ (242.87)	b.
Working From Home Expenses	£ 60.00	£ 40.00	£ 20.00	
Training	£ 300.00	£ 504.00	£ (204.00)	c.
Subscriptions	£ 450.00	£ 308.19	£ 141.81	
Websites	£ 400.00	£ -	£ 400.00	
Audit	£ 60.00	£ 170.00	£ (110.00)	d.
Insurance	£ 1,130.00	£ 873.94	£ 256.06	
Playing Field Grass			£ -	
Church Grass Cutting	£ 1,700.00	£ -	£ 1,700.00	
Repairs and Replacements	£ 500.00	£ -	£ 500.00	
Recycling	£ 150.00	£ 150.12	£ (0.12)	
Village Hall Donation	£ 4,500.00	£ 2,250.00	£ 2,250.00	
Dog Bins	£ 850.00	£ 865.80	£ (15.80)	
Election Fees			£ -	
SAM2	£ 200.00	£ -	£ 200.00	
Chairman's Allowance	£ 300.00	£ -	£ 300.00	
Staithe			£ -	
S137	£ 300.00	£ -	£ 300.00	
Miscellaneous	£ 100.00	£ 16,444.83	£ (16,344.83)	e.
Contingency	£ 94.00		£ 94.00	
VAT		£ 1,108.59	N/A	
EXPENDITURE	16,964.00	28,245.24	£ (11,281.24)	

Income	Budget	Actual	Variance	Ref.
Precept	£ 15,000.00	£ 15,000.00	£ -	
Shortfall Grant	£ -	£ -	£ -	
Other	£ -	£ 10,543.61	£ 10,543.61	f.
Website Advertising	£ 300.00	£ -	£ (300.00)	
Recycling Credit	£ 700.00	£ 170.35	£ (529.65)	
Interest	£ 220.00	£ 127.31	£ (92.69)	
Village Hall Insurance Recharge	£ 850.00	£ -	£ (850.00)	
VAT Reclaimed		£ -	N/A	
INCOME	£ 17,070.00	£ 25,841.27	£ 8,771.27	

Total Variance	Income	Expenditure	Variance
Actual Income minus actual expenditure	£ 25,841.27	£ 28,245.24	-£ 2,403.97

Explanation of Variance

Ref. Commentary

- a. Allocated budget is less than the current salary for the role.

- b. Purchase of a laptop and microsoft office.

- c. Whole Council Training.
- d. Council appointed a new Internal Auditor at an increased fee.
- e. Jubilee expenditure, Barclays complaint compensation, Village Hall essential repairs, inclusive swing.
- f. Norfolk Community Foundation Grant, insurance reclaim, donation for swing, Barclays complaint compensation.

Civil Protection (floods) update given to PHPC December 2022

More commonplace extreme weather events continue to create the need to adapt and deal with subsequent flooding which continuously effects the river foreshores. The Potter Heigham Flood Forum remains in place to keep the pressure on the authorities and much of the issues of concern from the last few years have or are being addressed by the Environment Agency (EA)

Its good news that the previously reported “self help” alleviation works carried out by Herbert Woods does appear to be working. Not so good news is that the saline barrier has been noted as near the end of its serviceable life but contrary to their earlier plans, the EA are now to undertake repairs and upgrades.

The car park flood barrier has had new retainers and seals installed but we still have the damaged main barriers which cannot be locked together properly as the clamps and bolts have been removed by persons unknown. This meant at the last needed installation last month, we had to get EA to deliver pallets of sandbags and DPM to allow us to create a proper seal. This remains the case until either the damaged barriers are repaired or replaced and the missing kit is replaced. The issue of the unprotected unbunded electricity sub station within Herbert Woods yard is still unresolved and is still subject to awaiting an EA resolution. Its should be bunded to stop any flood waters entering the area as it does currently.

The BA have been replacing quay headings at the staithe and Bridge Green this last two weeks but nothing is to be done to the dangerous quay heading at the day boat dyke end. Currently neither EA or the Broads Authority are sure who is responsible for this quay heading so it remains in a dangerous condition.

I have reported before that there are currently five NNDC flood wardens for the Parish comprising of myself, Harry May, James May, Robert Lovick and Tim Richards. The revision of the Parish Emergency plan is still under way and we are now recruiting more flood warden volunteers ideally enough to cover the spread out areas of the Parish.

Paul Rice, NNDC Senior Flood Warden and Emergency Coordinator