

**POTTER HEIGHAM PARISH COUNCIL**  
116 Ketts Hill, Norwich, Norfolk, NR1 4HE  
Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**MINUTES JANUARY 2023**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 11<sup>th</sup> January 2023 at 7:30pm** 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  
4 members of the public

**Apologies:** None.

The meeting was brought to order at 7:33pm.

**1) PUBLIC FORUM**

**a) Items from the Public**

A representative for the Traffic Action Group put forward suggestions for traffic calming measures in the village. The report would be circulated to the Working Group for Road Safety for consideration.

**b) Items from the County Councillor**

Council was reminded that an event would take place at the end of the month from Sunday 29<sup>th</sup> to Tuesday 31<sup>st</sup> January for the 70<sup>th</sup> anniversary of the East Coast Floods. Further details would be shared in due course.

The Norfolk County Council Devolution Deal would be debated at County w/c 16<sup>th</sup> January and it was noted that a period of public consultations would follow and would be published on the County website in due course.

Council was reminded that it was a busy time of year for Highways and residents were encouraged to continue to report problems on the portal.

Following the temporary closure of Potter Heigham Bridge to facilitate repairs it was noted that a decision may need to be considered to close the bridge permanently for vehicle use to prevent further damage. Updates would continue from Cllr. Price as and when required including how the Council can get involved. The Traffic Regulation Order would be in place until 14<sup>th</sup> April 2023.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

In response to the road closure, a temporary bus stop has been placed on Station Road. It was noted that the location of a diverted traffic sign on the island by the Post Office was hazardous due to drivers turning into the wrong side of the road. Cllr. Price agreed to address with Highways.

Cllr. Price agreed to request that the traffic lights on bridge road be turned off while the bridge remained closed.

The Give Way sign where Station road joins the A149 had turned the wrong way and Cllr. Price agreed to follow up with Highways.

**c) Items from the District Councillor**

Regarding the closure of Potter Heigham Bridge, Rangers considered there was no hazard to navigation at this moment.

It was reported that the BA Navigation Committee confirmed inflation may affect tolls for anyone with boats in Potter Heigham.

The English Heritage considered the bridge to be a major heritage asset and current repairs could be seen as an opportunity to review the effect of the closure and whether a permanent closure was worth exploring.

**d) Items from Outside Bodies**

**i) Village Hall Management Committee**

The Hall was in good use, including the Thursday Warming Sessions. A request for the remaining 50% of the Village Hall Grant to be paid was made following the Council's receipt of funds from Zurich Insurance claim as reported under item 5b).

A grant fund to support the modernisation and improvement of England's village halls had opened. Although the VHMC would like to have submitted a proposal the minimum grant that could be considered was £7,500 which in turn could only account for 20% of the project. The VHMC was not in a position to pursue this opportunity.

It was noted that the moles had returned to the playing field and action to address the matter would be discussed at the next meeting of the VHMC scheduled to take place on 7<sup>th</sup> February 2023.

**ii) Any other items from Councillors representing Outside Bodies**

No other reports.

**2) DECLARATIONS OF INTEREST**

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

No declarations made.

**b) To approve applications for dispensation for pecuniary interests**

No applications received.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**3) MINUTES OF THE LAST MEETING**

- a) **To approve the minutes of the meeting of Potter Heigham Parish Council held on 14<sup>th</sup> December 2022 [PHPC1].**

Council **AGREED** to approve the minutes of the meeting of the Potter Heigham Parish Council held on 14<sup>th</sup> December subject to amendment of 5a) to clarify that the Clerk would circulate SAM2 data to Council.

**4) MATTERS ARISING**

- a) **To note the status of actions arising from the meeting of Potter Heigham Parish Council held on 14<sup>th</sup> December 2022 [PHPC2].**

Under item 1diii) Cllr. Turner confirmed that the equipment would read license plates but that any further action with information gathered would be a police matter should the need arise.

Under item 11a) it was noted that Paul Gladden had previously installed dog bins for the Parish and that this may reduce costs.

Under item 12a) no expressions of interest had been received regarding the Drop-in Surgery's.

Under item 12b) no suggested locations for tree planting in the village had been received.

All other items were reported as ongoing.

- b) **To note any other matters arising from the meeting of Potter Heigham Parish Council held on 14<sup>th</sup> December 2022.**

No other matters.

**5) CLERKS REPORT**

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

Under item 7a) It was noted that no further camping had been observed and further occurrences would be monitored by Cllr. Lovick including recording of relevant details to support any investigation by EA should it be necessary.

Under item 7d) Cllr. Ratani confirmed that as co-ordinator for the scheme she was in discussion with Julie regarding training dates and was awaiting assessment of all applications. Cllr. Ratani would aim to co-ordinate with Martham and Repps with Bastwick once the assessment forms had been authorised.

Under item 11g) it was reported that the SAM2 data had been sent by Cllr. Standen.

It was clarified under item 7c) that all allotment tenants had been contacted about the rent review and not just tenants of Green Lane.

All other items were reported as ongoing.

- b) **To note the status of Clerk's Actions: Q3**

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

Noted.

**6) GOVERNANCE MATTERS****a) To review Standing Orders and consider proposals for amendment**

No proposals for amendments from Councillors put forward for consideration.

**ACTION:** Clerk to circulate the Standing Orders for comments by Councillors and present recommendations for amendments at the next meeting of the Council for consideration.**b) To approve Working Group Terms of Reference**Council **AGREED** to approve the Working Group Terms of Reference subject to an amendment to the quorum to clarify 2 Council members in addition to the Chair.**c) To approve membership of the Working Group for Road Safety**Council **AGREED** the membership of the Working Group for Road Safety as follows: Cllr. Shakeshaft (Chair), Cllr. Lovick, Cllr. Ratani, Cllr. Standen.**7) FINANCIAL MATTERS****a) Bank balances at 31<sup>st</sup> December 2022**

i) Unity Current Account ...7717	£6142.02
ii) Unity Current Account ...7720	£10,594.38
iii) Cambridge & Counties ...2217	£12,858.52

**b) To approve payment of the following:**

i) A Gallant	Salary & expenses	£498.37
ii) HMRC	PAYE Deductions	£8.60

Council **AGREED** to approve all payments.**a) To note payments made since the last meeting:**

i) Unity Trust Bank	Service Charge	£7.83
ii) Unity Trust Bank	Service Charge	£7.83
iii) Anglian Water	Direct Debit	£14.36

**b) To note funds received since last meeting:**

i) Zurich	Insurance Claim	£7484.61
ii) Allotment Tenants	Allotment Rent	£18.50

**c) To approve the 2023-24 Budget and Precept**Council **AGREED** to approve the 2023-24 Budget as presented including a precept of £16,438.48.**d) To note the Q3 Bank Reconciliation**

Noted.

**e) To note the Q3 Budget Review**

It was noted that a breakdown of Miscellaneous items would be useful for the next quarterly review.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**f) To consider use of general reserves for the purchase and instalment of a replacement bench at the junction of Station Road and the A149.**

It was noted that the 2022-23 budget had £500 remaining for repairs and maintenance and Council **AGREED** to purchase the replacement bench presented at a price of £250.

**8) PLANNING MATTERS**

**a) New applications received**

i) It was noted that an application to install a roof-mounted solar PV array at Herbert Woods had been received since the publication of the January agenda and would be circulated to Councillors after the meeting with a deadline to respond before 31<sup>st</sup> January.

**b) Decisions taken**

i) None taken

**9) REPORTS FROM PARISH COUNCIL LEADS**

**a) Allotments**

No further updates for action by Council.

**b) Drainage**

Flooding at the corner of Church Road and Church Lane had been reported and it was noted that the North West riverbank of Potter Heigham Bridge had flooded.

**c) UTWG**

It was noted that the village could expect more flooding with tides expected to reach 2.29m week commencing 16<sup>th</sup> January 2023. Concerns were raised that the substation still required bunding and Council **AGREED** to submit a letter to the local MP Duncan Baker to address concerns following more detailed input from Cllr. May on the matter. **ACTION:** Cllr. Turner to discuss with Cllr. May.

**d) Environment**

No further updates for action by Council.

**e) Footpaths and Highways**

It was noted that the pavement on Station Road opposite Carstan House was outstanding and the cones had been removed. **ACTION:** Clerk to follow up with Highways.

It was noted that signs had recently been fixed to the railings on A149 intersection at Potter Bridge advertising the Falgate and Council **AGREED** to discuss with the Falgate to advise that permission was required from Highways. **ACTION:** Cllr. Lovick to discuss with the Falgate.

**f) Staithe**

Repairs to the capping on the Staithe was outstanding and would be monitored to ensure works were completed by the Broads Authority.

**g) SAM2**

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

The SAM2 device was currently situated on Bridge Road and it was noted that the device had been calibrated to count the cars coming into the village.

**h) Police**

The Norfolk's Police and Crime Commissioner, Giles Orpen-Smellie has launched his Police Budget Consultation. Residents of Norfolk were being asked if the PCC should increase the police precept of council tax for the coming year. The consultation would run until 5pm, Monday 16 January via an online survey available here: <https://www.norfolk-pcc.gov.uk/key-information/finance/norfolk-police-budget-consultation/>. **ACTION:** Clerk to publish link on the Council website and share a link with the local community Facebook page.

There had been no anti-social behaviour incidents reported. A boat moored by the A149 Bridge had been moved. One call in response to shooting on a field which was confirmed as permitted. It was noted that a park walk and talk initiative was in place in Potter Heigham but it was not known if police had had contact with any residents.

It was noted that Great Yarmouth Mercury had reached out for comment regarding issues of electric scooters in the Village and Council **AGREED** it did not wish to comment.

**i) Ludham School**

No further updates for action by Council.

**10) REPORTS FROM COMMITTEES AND WORKING GROUPS**

None.

**11) CORRESPONDENCE**

**a) December update from Flood Warden**

A number of items reported by the Flood Warden were contested and Council **AGREED** to invite the Senior Flood Warden to the next meeting of the Council.

**12) OTHER ITEMS FOR DISCUSSION AND DECISION**

**a) Proposal to write a letter to The Hut requesting support that clients drive in accordance with road conditions.**

Council **AGREED** to write a letter to The Hut requesting support that clients drive in accordance with road conditions. **ACTION:** Clerk to send a letter to The Hut in liaison with the Chair of Council.

**b) Proposal to write a letter to the owner of the vehicle parked on Bridge Road regarding safety concerns.**

It was noted that the owner would need to be confirmed before further action could be taken.

**c) To consider plans for the King's Coronation.**

A Coronation Coin for children in the Village up to and including the age of 16 years was proposed and Council **AGREED** to bring costings to the next meeting for consideration.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

**d) Proposal to carry out a risk assessment on all benches owned by the Council.**

Council **AGREED** to carry out a risk assessment on all benches owned by the Parish Council. **ACTION:** Clerk to draft a risk assessment for Parish Council benches.

**13) ANY OTHER BUSINESS**

None

**14) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC<sup>1</sup>**

Council noted the annual appraisal of the Parish Clerk was due in February 2023 and **AGREED** that those Councillors who interviewed the Parish Clerk would carry out the appraisal and report back at the next scheduled meeting of the Council.

**DATE AND TIME OF NEXT MEETING**

Wednesday 8<sup>th</sup> February 2022 at 7:30pm in the Village Hall.

The meeting adjourned at 9:44pm.

**Chair:**

**Date:**

---

<sup>1</sup> 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.

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](mailto:potterheighamparishcouncil@gmail.com)

<b>Actions Arising: Wednesday 11 January 2023</b>			
<b>Minute Ref.</b>	<b>Action</b>	<b>Who</b>	<b>Status Update</b>
6a)	To circulate the Standing Orders for comments by Councillors and present recommendations for amendments at the next meeting of the Council for consideration.	Clerk	<b>Complete:</b> Circulated via email Thursday 19 <sup>th</sup> January. Presented under item 6a) for approval.
9c)	To discuss a letter to local MP Duncan Baker with Cllr. May regarding the substation.	ST	<b>Update required.</b>
9e)	To report highways matters.	Clerk	<b>Complete:</b> Enquiries raised with Highways and reported on the PHPC website.
	To discuss advertisements on the A149 Bridge with the Falgate.	RL	<b>Update required.</b>
9h)	To publish PCC consultation link on the Council website and share a link with the local community Facebook page.	Clerk	<b>Complete:</b> Shared January 12.
12a)	To send a letter to The Hut in liaison with the Chair of Council.	Clerk	<b>Complete:</b> Sent 1 <sup>st</sup> February.
12d)	To draft a risk assessment for Parish Council benches.	Clerk	<b>Ongoing:</b> Risk assessment started.



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](mailto:potterheighamparishcouncil@gmail.com)

<b>Council Actions:</b> The following table provides a status update for outstanding actions agreed at previous Council meetings from the year 2022-23.				
<b>Meeting Date</b>	<b>Minute Ref.</b>	<b>Action</b>	<b>Who</b>	<b>Status Update</b>
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	<b>Ongoing:</b> 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	<b>Complete:</b> It was noted that no further camping had been observed and further occurrences of camping would be monitored by Cllr. Lovick including relevant details to support any investigation by EA.
	7d)	Co-ordination of Community Speedwatch	SR	<b>Ongoing:</b> 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	<b>Complete:</b> SAM2 data received from Cllr. Standen and published under useful information.
	12d)	Confirm if any companies can offer recycling credits for cardboard.	SR	<b>Update required</b>
09.11.2022	5a)	Publication of reported Highways matters and status on the Parish Council website.	Clerk	<b>Complete:</b> Web page available under useful information
	9e)	Report all requests for highways action	Clerk	<b>Complete:</b> Highways enquiries investigated and reported as resolved.
	10b)	Obtain quotes for Projector	ST	<b>Ongoing:</b> Advice sought and awaiting response on possible donation of 2 <sup>nd</sup> hand projector.
14.12.2022	1c)	Check the NNDC portal for available S106 funds.	Clerk	<b>Complete:</b> NNDC note that work is ongoing to ensure that all the financial and non-financial data presented in

**POTTER HEIGHAM PARISH COUNCIL**  
 116 Ketts Hill, Norwich, Norfolk, NR1 4HE  
 Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

				the database is accurate and up-to-date. At present the database reports no payments due.
	1diii)	Confirm specifications of the donated CCTV equipment regarding number plate recognition.	ST	<b>Complete:</b> Cllr. Turner confirmed that the equipment would read license plates but that any further action with information gathered would be a police matter should the need arise.
	9e)	Report all Highways matters for action.	Clerk	<b>Complete:</b> Highways enquiries raised and reported on the PHPC website.
	11a)	liaise with NNDC regarding the purchase and installation of the new dog bin.	Clerk	<b>Ongoing:</b> Purchase order to be submitted.
		Confirm permissions for adhering dog waste stickers to the existing bins.	Clerk	<b>Ongoing:</b> Contacted and awaiting response.
	12a)	Include details of the proposal in the Gazette asking parishioners to contact the Clerk with any expression of interests.	MH	<b>Complete:</b> No expressions of interest had been received regarding the Drop-in Surgery's.
	12b)	Councillors to forward suggested locations for tree planting in the village to the Clerk for further discussion at the next meeting.	Cllrs.	<b>Complete:</b> No suggested locations for tree planting in the village had been received.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

<b>Paper</b>	<b>PHPC4:</b> Standing Orders
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	8 February 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p>PHPC Standing Orders was circulated for suggested amends and compiling by the Clerk. No comments received.</p> <p>PHPC Standing Orders have been reviewed against the NALC Model and remain current and up to date.</p> <p>Tracked changes include minor amends with no material changes to the document.</p>	
<b>Recommendation</b>	
Council is asked to approve tracked changed and adopt the Standing Orders for 2023-24.	

# **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 24 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 ~~7-14~~ days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:



- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £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.

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

<b>Paper</b>	<b>PHPC5:</b> Precept Update
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	8 February 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p><b>Correspondence received from North Norfolk District Council on Tuesday 31<sup>st</sup> January 2023:</b></p> <p><i>Unfortunately there has been an error in the taxbase calculations for some of the Parish Council's in the North Norfolk District. As a result of this, some final taxbase figures have changed. Your parish Council has been affected by this error in the taxbase calculations.</i></p> <p><i>Please may I make you aware that <b>Potter Heigham Parish Council's</b> taxbase has now changed from <b>411.43</b> to <b>410.12</b></i></p> <p><i>With this change in taxbase, and with the 2023/24 precept of <b>£16,438.48</b> that you have notified us of this will result in the calculated Council Tax charge for a Band D property within your parish will increase from <b>£39.95</b> to <b>£40.08</b>. This is an increase of <b>£0.13</b> in the annual Council Tax for a Band D property for residents of the Parish.</i></p>	
<b>Recommendation</b>	
<p>Council is asked to consider the revised taxbase and confirm if it would like to keep its precept at the originally approved level of £16,438.48 for 2023/24 <b>OR</b> amend the precept so that the calculated Council Tax charge for a Band D property remains as originally calculated.</p>	

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

<b>Paper</b>	<b>PHPC6:</b> Parish Council Elections
<b>Meeting</b>	Potter Heigham Parish Council
<b>Date</b>	8 February 2023
<b>Author</b>	Parish Clerk
<b>Summary</b>	
<p>Confirmation of Election procedures and resources received from NNDC Monday 30<sup>th</sup> January 2023.</p> <p><b><u>NOMINATIONS PROCESS</u></b></p> <p>The <b>Notice of Election</b> will be published on <b>Tuesday 21<sup>st</sup> March 2023</b> for Parish Council elections. This will mark the start of the period in which candidate nomination forms can be submitted by those who wish to stand for election on 4<sup>th</sup> May.</p> <p>All nominations must be formally submitted <b>by hand</b> at North Norfolk District Council offices, Holt Road, Cromer, NR27 9EN. The deadline for formal submission of nomination papers is <b>4pm on Tuesday 4<sup>th</sup> April</b>.</p> <p>Appointments will be offered by NNDC to conduct an informal check of nomination papers to confirm that the nomination paper is valid 'on face value' - <i>It is always the responsibility of the candidate to ensure that the information contained on the nomination paper is accurate and correct prior to formal submission.</i></p> <p>To request an appointment please contact NNDC by email at <a href="mailto:nominations@north-norfolk.gov.uk">nominations@north-norfolk.gov.uk</a>. The email address can also be used to send NNDC scans of completed nomination papers so they can undertake informal checking and advise on any corrections ahead of your appointment.</p> <p><b><u>VOTER ID FOR POLLING STATION VOTERS</u></b></p> <p>The UK government has announced that electors choosing to vote in person at the polling station on 4<sup>th</sup> May will need to present an accepted form of photographic ID in order to receive their ballot paper. Widely known as Voter ID this is one of the key aspects of the Elections Act 2022 and will see some of the biggest changes at the polling station in generations.</p> <p>Any elector who does not have one of the accepted forms of photographic identification, can apply for a <b>Voter Authority Certificate</b> <a href="#">here</a> which they can take to their polling station in order to confirm their identity and obtain their ballot paper. You DO NOT need to provide photographic ID if you have a postal vote. NNDC has provided a Voter ID poster with key information and these will be displayed on the PHPC website, noticeboards and the Gazette in due course.</p> <p>See NNDC website <a href="#">here</a> for a printable paper application form for a free Voter Authority Certificate.</p>	

**POTTER HEIGHAM PARISH COUNCIL**

116 Ketts Hill, Norwich, Norfolk, NR1 4HE

Tel: 07377653369 Email: [potterheighamparishcouncil@gmail.com](mailto:potterheighamparishcouncil@gmail.com)

---

Residents will also be informed of the new legislation by way of a Household Notification Letter from NNDC to all properties which will confirm who within the property is registered to vote and provide information on Voter ID requirements.

**RESOURCES & USEFUL LINKS**

- [Nomination Papers](#)
- [Information on becoming a Councillor](#)
- [Electoral Commission Guidance on Parish Council elections \(6 parts + resources\)](#)

More information on becoming a Councillor will be available on the PHPC Website in due course.

**Recommendation**

Council is asked to note the paper.

# North Norfolk District & Parish Council Elections

## Thursday 4<sup>th</sup> May 2023

### Timetable of Proceedings

Notice of Election	Tuesday 21 March 2023
Receipt of Nominations	4:00 pm Tuesday 4 April 2023
Withdrawal of Candidate	4:00 pm Tuesday 4 April 2023
Publication of Notice of Election Agents	4:00 pm Tuesday 4 April 2023
First Interim Election Notice of Alteration	Tuesday 4 April 2023
Publication of Statements of Persons Nominated	4:00 pm Wednesday 5 April 2023
Appointment of Election Agents	noon Tuesday 11 April 2023
Last Date for Registration	11.59 pm Monday 17 April 2023
Receipt of new Postal & Proxy Postal Vote Applications	5:00 pm Tuesday 18 April 2023
Deadline to change existing Postal or Proxy Applications	5:00 pm Tuesday 18 April 2023
Publication of Notice of Poll	Tuesday 25 April 2023
Second Interim Election Notice of Alteration	Between Wed 5 and Tues 25 April 2023
Receipt of Voter Authority Certificate Applications	5:00 pm Tuesday 25 April 2023
Receipt of new Proxy Vote Applications (non-emergency)	5:00 pm Tuesday 25 April 2023
Final Interim Election Notice of Alteration	Wednesday 26 April 2023
Appointment of Poll and Count Agents (and Sub-Agents)	Wednesday 26 April 2023
First date Postal Vote replacement can be issued	Thursday 27 April 2023
Polling Day	7:00am to 10:00pm Thursday 4 May 2023
Receipt of Emergency Proxy Vote Applications	5:00pm Thursday 4 May 2023
Latest electors can request replacement Postal Vote	5:00pm Thursday 4 May 2023
Return of Election Expenses	Thursday 8 June 2023
Sending of Postal Vote Identifier Rejection Notices	no later than Friday 4 August 2023



# The way you vote at your polling station is changing...

From **May 2023** new UK government legislation contained within the Elections Act 2022 means all voters voting in person at the polling station will need to provide photographic identification before being issued with your ballot paper.

## Please see overleaf for accepted forms of identification

If you do not have one of the accepted forms of identification you may apply for a **free** Voter Authority Certificate at [www.gov.uk/apply-for-photo-id-voter-authority-certificate](http://www.gov.uk/apply-for-photo-id-voter-authority-certificate)

Please visit our website at [www.north-norfolk.gov.uk/voterID](http://www.north-norfolk.gov.uk/voterID) for more information or email us at [electoralservices@north-norfolk.gov.uk](mailto:electoralservices@north-norfolk.gov.uk) or call 01263 513811

## Postal Votes

**You DO NOT need to provide photographic ID if you have a POSTAL VOTE.** For more information and if you wish to apply for a postal vote please visit our website to download an application form or request one by emailing us at [postalvotes@north-norfolk.co.uk](mailto:postalvotes@north-norfolk.co.uk) or call **01263 513811** or collect a form from our Cromer or Fakenham offices

## Please act now to:

ENSURE YOU EITHER HAVE ONE OF THE ACCEPTED FORMS OF PHOTOGRAPHIC ID LISTED OVERLEAF

OR

YOU COMPLETE AN APPLICATION FOR A FREE VOTER AUTHORITY CERTIFICATE BEFORE THE DEADLINE OF 5PM ON TUESDAY 25<sup>TH</sup> APRIL 2023

OR

YOU APPLY FOR A POSTAL VOTE BEFORE THE DEADLINE OF 5PM ON TUESDAY 18<sup>TH</sup> APRIL 2023

## The accepted forms of photographic identification are:

- a passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state, or a Commonwealth country
- a driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- a biometric immigration document
- an identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- a Ministry of Defence Form 90 (Defence Identity Card)
- a Blue Badge
- a national identity card issued by an EEA state
- an Older Person's Bus Pass
- a Disabled Person's Bus Pass
- an Oyster 60+ Card
- a Freedom Pass
- a Scottish National Entitlement Card issued in Scotland
- a 60 and Over Welsh Concessionary Travel Card issued in Wales
- a Disabled Person's Welsh Concessionary Travel Card issued in Wales
- a Senior SmartPass issued in Northern Ireland
- a Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- a War Disablement SmartPass issued in Northern Ireland
- a 60+ SmartPass issued in Northern Ireland
- a Half Fare SmartPass issued in Northern Ireland
- an Electoral Identity Card issued in Northern Ireland

**EXPIRED DOCUMENTS ARE SUITABLE PROVIDING THE PHOTOGRAPH IS A TRUE LIKENESS**



Please visit our website at [www.north-norfolk.gov.uk/voterID](http://www.north-norfolk.gov.uk/voterID) for more information or email us at [electoralservices@north-norfolk.gov.uk](mailto:electoralservices@north-norfolk.gov.uk)