



STAFFORDSHIRE
POLICE

Barton-under-Needwood Parish Council Meeting – 04.05.2023

The Figures stated below incorporate the Policing Area known as "Needwood". This incorporates the villages of Barton-under-Needwood, Catholme, Rangemore, Tatenhill and Wychnor. All figures, unless stated otherwise, incorporate a twelve-month period which in this instance captures data from 22/04/2022 to 22/04/2023.

Crime

Overall

5% decrease this year compared to last year – 222 incidents last year to 212 incidents this year, a decrease of 10 crimes

Biggest Reductions – Top Three

Personal Robbery – 1 incident last year to 0 incidents this year

Other Sexual Offences – 10 incidents last year to 4 incidents this year

Arson – 2 incidents last year to 1 incident this year

Biggest Increase

There has been an increase of reports of Other Offences. This has risen from 1 incident last year to 2 incidents this year

Pattern or Trend

Regular patrols are carried out along all roads and Hot Spot Locations. Targeted patrols are taking place in various location around Barton to counter specific but unrelated incidents. Reports of ASB in Collinson park have decreased and residents are reporting less litter in the local area as well. I will continue to monitor this.

ASB

Overall

Reports of Anti-Social Behaviour have decreased over the year from 55 incidents last year to 53 incidents this year, a decrease of 4%

The figures on this report have been pulled from NICHE under a new system. As such there are some data quality issues surrounding the usage of ASB occurrence types. The force is working hard to resolve this.

HOT Spot Locations

The following areas are being patrolled as per our current patrol plan: Holland Park Sports Club, adjacent car parks and drive ways, the fishpond, Collinson Road Park, Oak Road Shops, short-cuts around Fallowfield Drive and the brook, Captains Lane, Mill Lane, and the general Barton area. The industrial estates and more rural access around the village are utilised to assist in patrolling more remote areas. Visible foot patrol in this area has increased since the introduction of the New Policing Model.

Community engagement

Contact details of the Ward Team are:-

- PCSO Tim Leathers – timothy.leathers@staffordshire.police.uk
- PC John MacDonald – john.macdonald@staffordshire.police.uk
- Sgt Keith Jones – keith.jones@staffordshire.police.uk

Smart Alert

Be SMART and Keep Updated – Get FREE, Localised Crime Alerts and Community Safety advice by utilising the Staffordshire Smart Alert App. This is available FREE and is available for both Apple and Android devices. You can also get Email alerts through the following website; www.staffordshiresmartalert.uk/staffs//

Digital 101

Staffordshire Police no longer offer the Facebook and Twitter services as options for reporting crimes. Instead, go to the Staffordshire Police website to use our new LiveChat function. The LiveChat function puts you directly through to a call taker and allows for faster reporting of incidents. This is still a new service so we are aware there may be some issues. If you encounter any issues, please report these either to the LiveChat call taker or your local PCSO so we can work on streamlining the service.

Barton under Needwood Parish Council -Appointment of Officers to Committees
(Chairman a member of all Committees)

Committee	Officers Elected 2023-2024
Finance	5 Meet quarterly
Planning	5 Co-option: R. Bell Meet fortnightly Mondays 5pm – Committee has delegated responsibilities to comment on applications due to time scales.
Sub Committee -Strategic Planning	1 + other Cllrs called as required when needed dependant on issue Co-option: R. Bell
Rural Services Network	1 + Co-option R. Bell
Human Resources including Health & Safety & Emergency Planning	3 + Clerk Meet as required
Safeguarding Officer	1 + Clerk
Allotments	3 G Hughes offered to remain as allotment secretary; Meet on site as required
Burial Ground	3 + Clerk Meet as required
Parks and Open Spaces: Collinson Park, Ash Tree Pocket Park, Gilmour Lane, Potters Way, Fishpond, St James Garden	5 Meet as required Other volunteers for projects as and when needed
Village Enhancement	3 Meet as required Co-option: volunteers for special projects as and when needed.
Outside Bodies Representatives:	
Holland Sports Club	2 + Clerk Cllr attendance required once every 3 months
Quarries Liaison	2
Barton & Dunstall Key Trust	1
School Governors	Thomas Russell Juniors: any vacancies as and when notified by school
Village Hall	3 Committee representatives
Special Responsibilities:	
Communications inc website, Chime and social media	3 + Clerk Meet as required
Fishpond	2 Meet as required
Speedwatch	1
Flagpole	Co-option: G Taylor, Rev A Simpson
Cheque Signatories	6 : inc Clerk, E Sharkey, J Taylor,
Internal Auditor	Alan Toplis Associates
Flood Risk Group	3
Family Festival	1
Walton By Pass Bridge	1

Barton under Needwood Parish Council - Receipts and Payments Monthly Summary

2023-24

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	900.00	287.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,187.50		
Interest	55.49	64.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.70		
ESBC	40,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,500.00		
LA Other	932.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	932.50		
Burial Ground	1,330.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,505.00	12,000	10,495
Fishpond	275.00	707.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	982.00	3,000	2,018
VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
BVH Sal, Tax & NIC	979.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	979.88		
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grants/donations	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00		
Total Income	45,022.87	1,233.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,256.58		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	0.00	11.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.97		
Salaries	3,513.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,513.07		
HMRC	1,310.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,310.06		
Nest Pensions	183.99	183.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	367.98		
Admin	1,215.39	33.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,249.28		
Burial Ground	1,821.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,821.58	2,250.00	428.42
Allotments	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.00	1,460.00	1,150.00
Fishpond	124.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.61	8,500.00	8,375.39
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
P&OS	145.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.60	17,500.00	17,354.40
Capital Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Maintenance	125.65	351.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	476.77		
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Lengthsmen	208.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.40		
General payments	0.00	146.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.01		
Projects	0.00	970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	970.00		
BVH Contra	439.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	439.80		
VEC	189.96	603.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.95	1,590.00	796.05
VAT	168.67	75.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.53		
Total Spend	9,756.78	2,376.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,133.61		

[illegible]

**Barton under Needwood Parish Council -
Scheduled Payments presented to Full Council**

11/05/2023

Payee	Description	£ Value Gross	£ VAT	£ NET
Salaries total		4,087.70		4,087.70 HR
Nest		183.99		183.99 HR
HMRC		1,218.80		1,218.80 HR
Mitmark	Collinson park CCTV	96.00	16.00	80.00 P&OS
Lloyds	Bank charges	11.97		11.97 Admin
Groundsman	Summer planting - budget up to...	450.00		450.00 P&OS
BHIB	Insurance Renewal	1,530.44		1,530.44 Admin
Toplis Associates	Internal Audit	254.88	42.48	212.40 Admin
JPS	Grounds Maintenance	245.70	40.94	204.76 P&OS
JPS	Grounds Maintenance	1,341.40	223.57	1,117.83 P&OS
JPS	Grounds Maintenance	340.85	56.81	284.04 P&OS

9,381.93

NOTIFICATIONS

SSE

Fishpond pump Meter

Cllr Taylor advised not necessary, consideration to be given in case future tariffs affected.

Exchange your meter to avoid losing functionality
Please call **0345 026 0336**

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Urgent Action Required
Your meter needs replacing

Hello,

From 31 March 2024, the meter below will no longer function properly, which may prevent or restrict your heating and other off-peak supplies from working.

Barton Under Needwood Parish Council
Holland Park
Efflinch Lane
Barton Under Needwood
BURTON-ON-TRENT Staffordshire
DE13 8DU
MPAN: 1100011633301

PLANNING – All matters have been referred to the Planning Committee and their comments appear in italics below, the Committee meet fortnightly 5pm, in the Douglas Room, Barton Village Hall. Please contact the clerk for dates should you wish to attend any Planning Meetings

1. 00323 - Forest Barn, Scotch Hills Lane : Application under Section 73 to vary Condition 2 (Plans) attached to the planning permission P/2020/00451 for the demolition of existing agricultural buildings and conversion of barn, including installation of roof lights, to form 3 dwellings including erection of a detached garage and installation of a septic tank to amend the parking layout and to retain portal framed barn – *no objections*
2. 00157 - 7 Main Street : Demolition of existing conservatory to be replaced with single storey rear\side extension
This property, which is a listed building, currently accommodates a pitched roof glass conservatory at the rear of the property. It is proposed to demolish this structure and replace it with a more permanent single storey flat roofed extension with roof lights, and bi-fold doors dominating the rear elevation.

We feel that the main Local Plan policies which require consideration are Policy SP 24 High Quality Design, and Policies SP 25 Historic Environment and DP 5 Protecting the Historic Environment.

Heritage Policies

Policy DP 5 indicates that alterations and extensions to listed buildings will be considered if they are accompanied by a Statement of Significance which sets out how the proposal would potentially affect the significance of the asset. Further, the policy indicates that alterations should enhance the integrity and setting of the listed building without causing harm. Whilst the application is accompanied by a Design, Access and Heritage Statement, it does not set out the significance of either the Listed Building or indeed the Conservation Area. The section on impact merely states that there are a variety of styles for houses on Main Street and suggests that the extension will remain unseen from street view. These brief statements hardly amount to what we assume would be required for a Statement of Significance. If the applicants don't identify what is significant then it is difficult to judge how they have approached the issue of protecting, conserving and enhancing those heritage assets.

Policy SP 25 states that proposals should protect, conserve and enhance heritage assets and this means listed buildings and the conservation area. We assume that the most important aspect of the proposal is that it is an extension to a listed building. This is an important and distinct listed building located in the heart of the conservation area. The fact that it cannot be seen from a street view is irrelevant as the policy is aiming to maintain the quality and integrity of the listed building for future generations. To our minds, this means that the applicants need to demonstrate how their proposal actually enhances both the listed building and the conservation area and this has not been achieved.

Design Policies

High quality design is promoted by the Borough Council in Policy SP 24. Development proposals must contribute positively to the area in which they are located. In addition, developers are required to demonstrate how they have responded to the criteria in this policy.

Looking at the elevation drawings, the flat roof extension with roof lights could be the sort of solution favoured in any modern detached dwelling. What makes the White House distinct is the wealth of pitched dormers and its cottage scale. As a consequence, we feel that a flat roof looks too dominant and out of place on what was originally, according to the listing, a 17th century cottage. Similarly, we feel that the wall of glass as exhibited by the use of bifold doors is too much of a contrast when set against the small windows and cottage feel of the property.

We understand that Policy SP 24 allows for innovative and contemporary architecture where this is appropriate. But because the proposed solution looks like it could be on any modern detached property, we are not convinced that it, therefore, meets this criterion.

We feel that the solution requires a much more subtle and nuanced approach and one that better integrates with the style of the property, without being a pastiche. As such we would request that the application is referred to a Design Review Panel as allowed for under Policy SP 24.

Conclusion

Whilst the Heritage and Design Statement states that it has given significant attention to the design, layout and visual appearance, the applicant's do not state how this has been achieved. Their design philosophy has not been demonstrated so it is not immediately obvious how a flat roof extension with very modern looking bifold doors makes a positive contribution in

accordance with Policy SP 24. Similarly, the applicants have not demonstrated how their proposal protects, conserves and enhances both the listed building and the conservation area in accordance with Policy SP 25 and DP5. We object to the proposal as being contrary to these three Local Plan policies accordingly.

3. 00158- 7 Main Street : Listed Building Consent Demolition of existing conservatory to be replaced with single storey rear\side extension
Comments submitted as for 00157.
4. [SCC/23/0031/FULL-MAJ](#) for Inert waste recycling operations at Newbold Quarry, Lichfield Road – *no objections*
5. 00375 - 88 The Limes, Main Street : Felling of one Cypress tree and pollard one unknown mature tree back to its main limbs/stems at a height between 6 - 9 metres – *no objections*
6. 00363 - 40 Holland Park : Erection of a single storey rear extension, external works to include cladding and render – *no objections*
7. 00304 - 424 Lichfield Road : Formation of replacement access
We have no objection to this application which will remove from the A38 the need for a dangerous manoeuvre. We do however ask that, if approved, a condition be imposed to require a replacement hedge to be planted along the new drive boundary where it faces the road.
8. 00359 - Moor End Cottage, 28 Station Road : Erection of a two storey rear extension – *no objections*
9. 00424 - 55 Sutton Crescent : Crown reduction by 2-3 meters reducing crown back to previous reduction points and the removal of two lower limbs of one Oak Tree (T1) (TPO 318)
*We object to this application.
This is a mature healthy tree providing valuable visual and habitat amenity to the area thus justifying TPO318.
The applicant indicates that there is no concern over the condition of the tree and it is not causing damage to property.
Unless the ESBC tree officer inspects it and reports otherwise we presume the application will be refused.*
10. 00445 - 47 Westmead Road : Erection of a single storey side and rear extension, front canopy, rear dormer extension, window and door alterations and rendered finish to existing brickwork
We have no objection to this application but do note what appears to be an increase in the paved area of the site. We ask that if approved a condition be imposed to ensure that surface water is directed to an adequate soakaway.
11. 00422 - 14 Holland Park : Erection of a two storey rear extension and Juliet balcony
12. 00125 - 10-12 Main Street : (Revised application) Demolition of existing sunroom to facilitate the erection of a single storey rear extension to form kitchen and family room finished in a textured render to match the colour of the existing mortar, re-painting of the existing painted exterior brickwork in a colour to match the existing mortar, erection of a canopy roof, and erection of a detached garage and formation of a driveway

Planning permission was granted for the demolition of a pitched roof sun room/conservatory and its replacement by a brick single storey flat roof, rear extension and a relocated garage in November 2022 under P/2022/001094/5. This brick extension was to have two sets of patio doors together with a square picture window on the side elevation as well as patio doors on the rear elevation. The garage was proposed to be moved to the rear of the garden area abetted by a new driveway. We had no objections to this part of the proposal.

The applicants submitted a fresh application (P/2023/00125/7) for this development in February this year. This new application involved the removal of one set of patio doors in the side elevation as well as the removal of the square picture window to be replaced by a longer rectangular window. Patio doors at the rear of an extension to the main dwelling were also to be replaced by a rectangular window. The other main feature of this application was that the extension was still to be built in brick and then rendered.

An amended Design, Access and Heritage Statement

An amended application has now been submitted. It is difficult to discern what changes have been made to the external or internal design, and the accompanying documents do not spell out any changes either. An amended Design and Access and Heritage Statement has, however, been submitted on the ESBC website, so perhaps the changes relate to this document instead.

If indeed it is the Statement that has been updated, then it is difficult to understand why. A section has been inserted entitled "Assessment of Historical Significance". This may be there to meet the requirements of Policy DP 5 for a 'Statement of Significance'. The intention is that applicants should set out how the proposal will potentially affect the significance of any heritage asset, in this case the listed building and the conservation area. Alterations are expected to preserve and enhance the integrity and setting of the listed building. For conservation areas, Policy DP 5 states that development should protect and enhance its character and appearance. All this section does, however, is set out the description of the listed building and tell us that the property lies in the conservation area – we know this already!!!! There is no attempt to set out the significance of the heritage assets in relation to the proposed development.

Impact and Design

In the section dealing with the "Impact of the Proposal" and the "Design Concept", the applicants do provide some description but little explanation or justification. They state that a flat roof extension will lessen the impact on adjoining properties and also enhance the area with a high-quality addition offering a good contrast in styles between new and old but keeping sympathetic to the existing building. These statements are fine, but they are just that, statements. They beg the question as to what makes their proposal a high-quality design? How will a flat roof extension as opposed to a pitched roof conservatory lessen its impact? Why is a good contrast in styles is needed? How is a flat roof rendered extension with rooflights and a large amount of glass sympathetic to the existing 17th century listed building? Statements are fine but we need to understand how their proposed solution meets the requirements of appropriate local plan policies.

The applicants state that the extension is designed to complement the original house and is to be read as a modern addition, as it seeks to respect the historic nature of the principal house. Rendering is justified on the basis that it offers a more definitive contrast between existing and new, and white render is commonly seen in the area. Again, the applicants make statements but not explanations. How does it complement the original house? Why is a more definitive contrast between the existing and the new build needed? As each application is determined on its merits, it is not at all clear as to why white render should be used just because it is common in the area. This is an important listed building in a highly visible location in the village, so why should a common material be used in this instance and how does it preserve and enhance the heritage assets?

Windows

A more rectangular shaped window is now proposed on the side extension as opposed to the square picture frame type window in the original. We agree that this probably looks better than the square window as previously proposed especially as this was sandwiched between two sets of patio doors. We are also glad that one set of these doors have now been removed. Whilst this might look better than what was originally proposed the strategy for glass now appears random and lacks symmetry. We are surprised that the small-scale patio doors which seemed to work well in the small extension to the main building have been replaced by a not very inspiring and what looks like any standard kitchen window. A feature of the existing listed building is its small-scale cottage feel windows, so why could not smaller scale windows be preferred to large rectangular ones?

Why render?

The Parish Council previously made what we thought was a detailed and considered submission regarding the earlier planning application. Rather than repeat the detail of what we said, we would wish those objections to remain, and we attach a copy accordingly. We are, however, alarmed that, what we felt, was the one redeeming feature of the previous proposal i.e. the use of brick has now been negated by using white render. We cannot understand the logic of why you would want to have an extension built in brick which is then rendered, especially in this case where brick would be the most appropriate material to match with the existing listed building. Indeed, this seemed to be an issue supported by the

case officer's report, where, ".....the brick finish of the building would ensure that this integrates well with the existing property and surrounding area" (P/2022/01094 Section dealing with Impacts on Visual Amenities).

Once again, we disagree with the applicant's Statement to the effect that only minimal views will be gained from Main Street. Looking from Main Street into the driveway with an open gate, then the majority of the sunroom/conservatory is visible. This means that a similar amount of the flat roofed extension will still be seen. Whilst obviously the sunroom is a modern addition, because it has a pitched roof, we feel that it is not out of keeping. A conservatory can also be regarded as having a temporary feel. The more permanent flat roof and white render with the patio doors in that side elevation will only, to our minds, exacerbate its contemporary feel and emphasize its contrast rather than complement the existing listed building. Without an explanation of how a contrast in styles is going to work, we just cannot see that this juxtaposition will lessen the impact on the adjacent properties, as suggested by the applicants.

Contrary to Policies SP 24, SP 25 and DP 5

We understand that under Policy SP 24 and Policy DP 5 there are opportunities to promote well designed and innovative architecture into the historic environment. Because there is no adequate explanation or justification for the design philosophy then we cannot accept that this proposal meets those criteria. We cannot see how the proposed extension is innovative. In fact, we feel that such a solution would be more in keeping with an extension on any recently designed housing estate rather than attached to a listed building and in a conservation area.

We do not believe that these proposed amendments have produced a design which makes a positive contribution to the area and, indeed, one which protects, enhances and conserves the heritage assets. Without any answers to our questions as set out above, especially in terms of how and why render needs to offer a definitive contrast then accordingly, we wish to retain our objections to the proposal as being contrary to Policies SP25, DP 5 and SP 24. With reference to Policy SP 24, because this is such an important building for the village, we would once again request ESBC to refer this proposal to the Design Review Panel, as allowed for under this policy.

As an aside, after reading the Case Officer's report on the previous application, we wrote to ESBC some four or five months ago requesting a further explanation and justification for how they had reached their decision to approve the proposal. We would have liked an explanation, in particular, as to why our request to refer the proposal to a Design Review panel was not felt necessary. We have not, at the time of writing, received any response.

Barton under Needwood Parish Council/May 2023

P/2022/01094 & P/2022/01095 Listed Building Consent for the demolition of the existing sunroom to facilitate the erection of a single storey rear extension to form a kitchen and family room and erection of a detached garage and formation of a driveway.

10 Main Street, Barton under Needwood

As the description implies, this proposal is for a single storey extension, more or less on the same footprint as the existing sunroom/conservatory, to the listed building at 10 Main Street. The existing garage is being demolished and moved to the eastern boundary of the plot, and this necessitates the construction of a new driveway for access.

Parish Council Comments

1.1 No 10 Main Street is such an iconic building for the village. Any general photographs and publicity material of Barton (Google images, for example, or even ESBC's Conservation Area Appraisal) invariably show the war memorial with this building in the background. It is the striking contrast between the red brickwork and its black and white timber framed counterpart at right angles which makes it such a symbol and advertisement for the village. Due to its prominence at the historic core of the village, the Parish Council will want to be very protective of this building. We will not wish to see any proposals likely to harm the fabric of the listed building and its setting at the heart of the conservation area.

National Planning Policy Framework (NPPF) 2021

2.1 Para 194 of the NPPF states that in determining planning applications, local planning authorities should require applicants to describe the significance of any heritage assets affected, including any contribution made to their setting. The level of detail should be proportionate to the asset's importance. Whilst the applicants have indeed submitted a

Heritage Statement, it does not describe the significance of the heritage asset of either the listed building or the conservation area. All it does is tell us that the property is a listed building and that there are other listed buildings nearby and that it is also located in the conservation area. Bearing in mind the prominence of this building, as we have described above, we do not feel that the Heritage Statement is adequate or indeed proportionate to the assets' importance.

2.2 *The Parish Council feels strongly that many applicants submitting proposals for listed buildings or in conservation areas are not complying with the terms of the NPPF. We would, therefore, wish ESBC to encourage or even cajole applicants to ensure that an adequate Heritage Statement is prepared so as to provide as much information as possible and consequently help consultees assess proposals.*

2.3 *The NPPF also states that when considering the impact of a proposal on a heritage asset, great weight should be given to the asset's conservation and this is irrespective of the degree of the possible harm. Any harm to a designated heritage asset – we assume in this case this means a listed building - should require a clear and convincing justification. Our understanding from this guidance is that the default position of any proposal for a heritage asset should be its conservation. A reasoned justification is required for any possible harm. We believe that the applicants have not taken enough care or attention to conserve the special character of this listed building, leading to possible harm, which has not been explained or justified.*

Policies SP 25 Historic Environment and DP 5 Protecting the Historic Environment etc

3.1 *Policy SP 25 states that proposals should protect, conserve and enhance heritage assets and their setting taking account of their significance as well as the distinctive character of the Borough's townscapes. High quality design is a requirement and proposals likely to have a negative impact should demonstrate how harm can be effectively mitigated.*

3.2 *Policy DP 5 elaborates on this by stating that new development proposals will be expected to make a positive contribution to the fabric and integrity of existing buildings and conservation areas. The policy states that alterations to listed buildings will be considered if they are accompanied by a Statement of Significance which sets out how the proposal would potentially affect the significance of the asset. Alterations are also expected to preserve and enhance the integrity and setting of the listed building. For conservation areas, the policy states that development should protect and enhance its character and appearance and should be in accordance with the Design SPD as well as the Conservation Area Appraisal.*

3.3 *Not only have the applicants not produced a Heritage Statement which meets the NPPF requirement but also, there is no Statement of Significance. The submitted documents also fail to refer to either the Appraisal and the ESBC Design SPD. On the assumption that alterations and extensions to listed buildings are required to be accompanied by a Statement of Significance, and also assuming that one is required in this case, then we have to question why ESBC actually registered this application without one. Again, the reason for this request is that we think it is important that consultees have all appropriate and reasonable information to help us assess these applications.*

3.4 *The proposal is for a single storey flat roof extension which according to the Design and Access Statement will be no longer but slightly wider than the existing structure. Whilst the existing sunroom/conservatory was nothing out of the ordinary, it was in proportion and symmetry with the listed building. It complemented the existing building by its pitched roof and also formed a kind of link with the garage, as an ancillary building. Notwithstanding the proposed sympathetic use of brick and tiles, we cannot see that a somewhat austere looking flat roof extension complements, protects, preserves and enhances the integrity of this listed building.*

3.5 *The proposed side elevation reveals two sets of quite large patio/bi-fold doors which dominate the extension and give it a very contemporary feel. There is also a large square shaped window sitting in the middle of these two sets of patio doors. There is no explanation for this abundance of glass and so we cannot see how this particular feature can complement the small paned cottage windows of the main building. There is no explanation as to why the applicants feel that a contemporary extension is appropriate for this listed building – it just makes it look like an extension to any modern house. The Heritage Statement says that it has been designed to complement the property, but no explanation has been given as to how this is being achieved. It is not immediately obvious, for example, as to why a flat roof with roof lights has been favoured.*

3.6 We recognise that Policy DP 5 allows for the introduction of innovative development through contemporary high-quality architecture, but no such claim is being made by the applicants. We cannot see that there is enough attention to detail to justify such a claim in this case and there is no explanation of the design philosophy. It just looks out of keeping with this listed building. The contrast between the old cottage style building and this extension is just too great and jarring and, we believe, is not ameliorated by high quality design.

3.7 We also have to take issue with the Heritage Statement's comment that the extension would not be seen from the road. Looking from the open gateway to the property on Main Street quite clearly reveals the nature of the existing sunroom. We have previously been told by ESBC that extensions at the rear of properties in conservation areas which cannot be seen do not really matter. We have always argued that the conservation area has been designated to cover an area and not just a frontage and, therefore, we believe that the design of extensions do matter. This was also an issue raised in a survey of conservation areas by English Heritage in 2009, where unsympathetic extensions were seen as reflecting a decline in their quality. So, the fact that you can see this extension from the road and the fact that it is an extension to a listed building, which according to the Heritage Statement dates back to the 17th century, must be critical factors in the design of any extension or alteration. The need to protect, conserve and enhance in accordance with the policy must carry great weight in determining the application and we do not think that this has been achieved.

Conservation Area Appraisal 2009

3.8 The Appraisal notes that this central part of the conservation area has the collection of the oldest buildings with a mix of timber framed and brick buildings, which therefore have a strong influence on the character of this area (page 18). Page 19 then goes on to state that given that much of this area has survived with limited intrusion by modern development, there are no major damaging features. We would like to think that this state of affairs will continue. We, therefore, re-emphasise that we cannot see how a contemporary style rear extension at 10 Main Street conserves and enhances this critical area. We are fearful that if this proposal is permitted then this would set a precedent for a further decline in the quality of the conservation area in the future.

3.9 The Parish Council objects to this proposal as being contrary Policies SP 5 and DP 5 in failing to protect, conserve and enhance both the listed building and the conservation area.

Policy SP 24 High Quality Design

4.1 This policy states that all development proposals must contribute positively to the area in which they are proposed, so as to create a sense of place, respect local patterns of development and the historic environment by using heritage assets to their best advantage. Developers are also required to demonstrate how they have responded to the criteria in this policy for high quality design.

4.2 Based on the proposed elevation drawings for this elongated contemporary extension with an abundance of glass, we cannot see how this proposal contributes positively and respects the heritage assets. It does not use the heritage asset to its best advantage. The Design Statement includes no design philosophy, so the applicants have not demonstrated how they have responded to the high-quality design criteria contained in this policy.

4.3 The Parish Council objects to this proposal as being contrary to Policy SP 24, as we feel the design does not contribute positively to the heritage assets and the conservation area in which it is located. This is particularly significant as the proposal can clearly be seen from Main Street. The proposal does not use the heritage assets to their best advantage and high-quality design has also not been demonstrated.

4.4 We also request ESBC to refer this proposal to the Design Review Panel as allowed for under this policy. This is such an important location for the village that it needs to be demonstrated that the best and most appropriate design possible has been achieved and justified.

Barton under Needwood Parish Council/October 2022/Revised 18th October 2022

13. 00127 - 10-12 Main Street : (Revised application) Listed Building Consent for demolition of existing sunroom to facilitate the erection of a single storey rear extension to form kitchen and family room finished in a textured render to match the colour of the existing mortar, re-painting of the existing painted exterior brickwork in a colour to match the existing mortar, erection of a canopy roof, and erection of a detached garage and formation of a driveway
Comments submitted as per application 00125

14. 00465 - Barn at Forest Thorn Farm, Scotch Hills Lane : Prior Approval for the conversion of an agricultural building to form a dwelling

This is a proposal made under Class Q to convert a barn into a single three bed dwelling. The barn is the westernmost building within a complex of joined-up barns. The Supporting Statement says that it is fully enclosed on three sides and has open bays on the fourth. The external blockwork forming a base, with what the structural survey calls hit and miss Yorkshire boarding above, and the steel framework are to be retained, as is the roof. This proposal uses the existing site access onto Scotch Hills Lane.

A similar planning application (P/2022/01058) was refused in October 2022 on the grounds that the applicant had failed to demonstrate that the level of works required to create a dwelling fell within the scope of the reasonably necessary requirements of Class Q. In addition, a new access track across an existing field was regarded as outside of the curtilage.

Yet another planning application (P/2022/01448) was refused in February this year on the grounds that it failed to demonstrate there was satisfactory off-street parking and the introduction of habitable room windows on the eastern elevation would provide an unsatisfactory outlook.

This is, therefore, the third attempt under Class Q to try and convert this agricultural building to residential use. The main difference between this proposal and the previous one refused in February is that, we assume, in order to overcome the Borough Council's reason for refusal regarding outlook, the design has been reconfigured, so that the south-east elevation becomes the front entrance, and the north-east elevation becomes the rear. As far as we can tell, other than a few tweaks to entrance ramps to doorways, probably to do with site levels, the overall design concept has not changed that much.

Parish Council Comments

Class Q Criteria

2.1 The Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3 Class Q allows for the change of use of an agricultural building into a dwelling. Class Q allows a change of use for any land within its curtilage from an agricultural building to a use as a dwelling and allows operations reasonably necessary to convert the building to a dwelling. There are a number of qualifying criteria preventing development, and these include such things as the building being in agricultural use prior to March 2013; whether or not there is an agricultural tenancy in place and; the cumulative floorspace should not exceed 450sqm.

2.2 Class Q does not allow building operations other than for the installation or replacement of windows, doors, roofs or exterior walls or the installation of services "reasonably necessary" to allow the building to operate as a dwelling. The point here is that the permitted development right applies only to a building that needs a reasonable amount of work to make the conversion work.

2.3 According to the Supporting Statement, the criteria set out in para 2.1 above seems to have been met and the Applicants conclude that the proposals constitute conversion rather than new build. The main issue of concern and the one which was the basis of the refusal of the October 2022 application was the work required for conversion. The Applicant's Statement this time is supported by the same Structural Survey that accompanied the February 2023 application.

2.4 The main issue then becomes what constitutes works that are reasonably necessary. The Supporting Statement refers to the Hibbert Case which was a test case in the High Court. Rushcliffe Borough Council refused a Prior Approval application to convert a barn into a residential dwelling. The barn was a modern steel framed structure and was open on three sides. In order to convert the barn, the existing steel frame and roof were to be retained. No demolition was proposed, and panels were proposed for the four external walls and a ceiling within the existing frame. An Appeal was dismissed with the Planning Inspector considering that the agricultural building would not be capable of functioning as a dwelling without substantial building works including the four exterior walls. At the High Court, the Inspector's decision was upheld. The High Court felt that the critical factor was whether or not the works constituted conversion. The Court felt that it went well beyond a conversion and, except for the limited amount of the existing building, was tantamount to a new building.

2.5 The Local Planning Authority has to treat each case on its merits but, other than this building being open on just one side rather than the three in the Hibbert case, we cannot see that there is much difference. We do not feel that the overall opinion contained in the survey is a ringing endorsement for conversion, "The property is considered to be a reasonable proposition for conversion". The Survey lists the main repairs as the gutters and downpipes need replacing, the steel frame needs to be cleaned and treated for corrosion and the floor needs replacement. In this case if the block wall base and boardings are to be

retained, effectively three new walls would still be required as the existing would not be watertight. The elevation drawings clearly show some form of facade cladding on all three sides and presumably a new wall with similar cladding being constructed on the side that is open to the elements side. Presumably things like a damp proof course and the installation of services including foul waste disposal will also be required. From a common-sense interpretation, this appears to the Parish Council to be a substantial amount of work and the kind of work practically necessary for a new build property. In that context we feel that this goes beyond the amount of work required for a conversion in line with the Hibbert case and does not fall into the category of being “reasonably necessary”. Accordingly, we do not feel that this proposal meets the change of use criteria in Class Q.

Prior Approval Criteria

2.6 Subject to meeting the criteria in Class Q, an application for Prior Approval to the Local Planning Authority can be pursued. The issues to be assessed in such a Prior Approval application relate to transport and highway matters, noise impacts, contamination and flood risks, whether the location or siting makes it impractical or undesirable and the design and external appearance of the building.

2.7 The barn is located off Scotch Hills Lane, which is a fairly narrow and probably substandard rural lane without a footpath and any street lighting. Over the last few years, we have seen a number of planning permissions for residential use taking access off this lane. We assume that this has probably resulted in an increase in traffic flows and vehicle movements. Whilst this is probably still fairly minimal, the incremental net increase in traffic may result in greater conflict between vehicles, pedestrians, cyclists and of course farm traffic. We assume that Staffordshire CC is already sensitive to this issue as it allowed this lane for access only, when the Woodhouses to Yoxall road was closed to traffic for several months, a few years ago.

2.8 By virtue of this Prior Approval being for a change of use and consequently a conversion we assume that any external changes should be minimal, and any changes should reflect the rural character and its setting. The problem we have, however, is that it is a basic agricultural building open on one side with not a lot of character and, therefore, not a lot to retain other than presumably any proposal still needs to resemble a barn.

2.9 The proposed north-east elevation has three small square windows in the middle of that wall. The appearance is random in that elevation. We wonder whether they would work better as rooflights to provide natural light so that that wall is at least fully blank, so as to retain the barn’s character and appearance. The proposed south-west elevation contains the main front entrance with steps and a ramp at one end and with patio doors at the other end, again with steps. Due to the amount of fenestration, we cannot see that this elevation retains either the rural character or a barn like feel. Instead, the character comes across as a something akin to a mobile home, which we do not feel is appropriate in this rural landscape. A far more sensitive and subtle design is required for the front elevation, especially in view of the conversion of the brick built barns on the road frontage.

2.10 We object to the Prior Approval application on the basis of the design and appearance of the proposal not reflecting the rural character of the area. If, however, ESBC is minded to approve this proposal we would suggest that a brick skin (using matching materials) is applied to the walls so that at least it would be compatible with the barn on the road frontage.

ESBC Decisions – Permissions Granted

15. 00182 - 85 Ash Tree Road : Infill of the existing garage/carport and erection of a single storey rear extension
16. 01144 - Blakenhall Park, Bar Lane : Application for a Certificate of Lawfulness for the continued siting of 20 storage containers in connection to an existing self storage use

EAST STAFFORDSHIRE BOROUGH COUNCIL hereby certifies that on 03/11/2022 the operations/use described in the First Schedule to this certificate in respect of the land specified in the Second Schedule to this certificate and edged red on the plan attached to this certificate, was lawful within the meaning of Section 191 of the Town and Country Planning Act 1990 (as amended), for the following reason:

The self-storage use has been continuous for a period of ten years and the containers have been sited in excess of four years prior to the 3 November 2022

Signed *Gary Shilton* (Council's Authorised Officer)

On behalf of East Staffordshire Borough Council

Dated 14th April 2023

First Schedule

Application for a Certificate of Lawfulness for the continued siting of 20 storage containers in connection to an existing self storage use

Second Schedule

Blakenhall Park, Bar Lane, Barton Under Needwood, Staffordshire, DE13 8AJ as edged

17. [SCC/23/0012/VOC](#) To vary permission following trial to allow factory to continue to operate 24/7 at Newbold Quarry
18. 00699 - 36 Efflinch Lane : Erection of two storey side extension
19. 00239 - 13 Brookside Road : Erection of a rear dormer extension projecting beyond existing rear elevation to form a covered canopy at ground floor level with first floor extension above, new bay window with pitched roof and installation of roof lights to the front, external alterations and render finish.
20. P/2022/01472 - Barton Marina : Erection of detached building to form 17 motel units (Use Class C1)
21. 00157 - 7 Main Street : Demolition of existing conservatory to be replaced with single storey rear\side extension
22. 00158- 7 Main Street : Listed Building Consent Demolition of existing conservatory to be replaced with single storey rear\side extension
23. 00375 - 88 The Limes, Main Street : Felling of one Cypress tree and pollard one unknown mature tree back to its main limbs/stems at a height between 6 - 9 metres

Adopted by Barton under Needwood Parish Council at a meeting held on 11 May 2023

Signed ... *Chairman)*

Signed *S. Rumsby, Clerk RFO*

Review Date May 2024

BARTON UNDER NEEDWOOD PARISH COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

¹ Model standing orders for councils is available from National Association of Local Councils

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification.

This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5. The Clerk/ RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.

- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of

payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council/relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Trustees of the charity, meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18.d ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

⁴ Based on NALC's model standing order 18d

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO must take into account all new risks, properties or vehicles which require to be insured and any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole trustee of a charitable body the Clerk/ RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

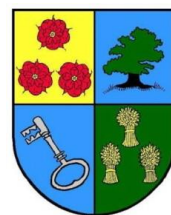
- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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Barton under Needwood Parish Council

STANDING ORDERS (ENGLAND)

Adopted at the full Parish Council meeting 11 May 2023

Signed Chairman

Signed Clerk

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

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

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- 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 5 minutes.

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

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
 - **subject to statutory limitations or restrictions under the code on his**
 - **right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 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 5 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 7.15pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if**

there is one) of the Council at the annual meeting, the business shall include:

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

- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

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

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;

- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of information

See also standing order 20.

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

12. Draft minutes

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered 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 () days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in

accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the**

Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Human Resources Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Human Resources committee or, if he is not available, the vice-chairman of the Human Resources committee of absence occasioned by illness or other reason and that person shall report such absence to Human Resources Committee at its next meeting.
- c The chairman of Human Resources committee 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 member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution.
- 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 of the Human Resources committee or in his absence, the vice-chairman of the Human Resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chairman or vice-chairman of the Human Resources committee, this shall be communicated to another member of the Human Resources committee, which shall be reported back and progressed by resolution of the Human Resources committee.
- 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 *If gross annual income or expenditure (whichever is the higher) exceeds £200,000 the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

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

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

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.

25. Restrictions on councillor activities

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

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 four 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.

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The Model Standing Orders 2018 for England were revised in 2020.

CORRESPONDENCE

GENERAL

1. Resident complaint re noise from dirt bike track in location of Starbuck – *Clerk responded, planning to follow up enquiry*
2. Resident concerns re 51 Short Lane development and expected HGVs – *Clerk responded, planning to follow u enquiry.*
3. Resident request re bus shelters on Captains Lane and speeding signs. – *Clerk responded, resident interested in co-option*
4. John Taylor High School – invitation to Presentation Evening 11 July x 2 and request for contribution towards prizes.
5. Positive feedback from the Barton Coronation event, *Clerk responded*
6. Landlord of Shoulder of Mutton letter of disappointment re organisation of Coronation event, *Clerk responded*
7. Letter from Bearded Theory organisers, displayed in noticeboards and on social media.

SCC/HIGHWAYS

8. Cllr Jessel: reports and communications circulated; pothole priorities sent; Community Fund details forwarded
9. Notification of Rent Review due for Allotments, further info to follow.

ESBC

10. Election Notices displayed; press release issued for approval (*circulated*)

POLICE

11. Report circulated.

SPCA/NALC/SLCC

12. SPCA – Newsletters, training circulars;