KINGHAM PARISH COUNCIL STANDING ORDERS

These Standing Orders were adopted by the Council at its Meeting held on 15 May 2019.

INTRODUCTION

a Standing Orders are one of three governing policy documents providing procedural guidance for members and officers; the other two, Code of Conduct and Financial Regulations, have been compiled as separate documents. Other subordinate policy documents have been developed to deal with specific issues.

b Standing Orders are intended to assist Councillors in representing the interests of electors of Kingham Parish by setting out procedures and controls for the effective management of Council business.

c In particular their purpose is:

i. To define common standards and consistent approach
ii. To identify and guide practices and procedures within the legal framework
iii. To promote and safeguard the interests of the Council, Councillors and Community
iv To support the training and assimilation of new members

1. **RULES OF DEBATE AT MEETINGS**

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;
ii. to move or speak on another amendment if the motion has been amended since he last spoke;
iii. to make a point of order;
iv. to give a personal explanation; or
v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:
   i. to amend the motion;
   ii. to proceed to the next business;
   iii. to adjourn the debate;
   iv. to put the motion to a vote;
   v. to ask a person to be no longer heard or to leave the meeting;
   vi. to refer a motion to a committee or sub-committee for consideration;
   vii. to exclude the public and press;
   viii. to adjourn the meeting; or
   ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under Standing Order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

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

a. ● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

b. ● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c. ● The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

d. ● ●Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.

g. Subject to standing order 3(f), a member of the public shall not speak for more than 2 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). The chairman of the meeting may at any time permit a person to be seated when speaking.

j. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l. ● ●**Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m. ● ●**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n. ● ● **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o. ● **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence by 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. If two or more members so request, voting shall be by secret ballot.

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 should not exceed a period of 3 hours. If business has not been concluded within that time, the Chairman will ask members present to decide upon continuing, scheduling an extraordinary meeting, or prioritising remaining items at the next meeting.

y. Resolutions, proposals of the actions intended to be taken, **must be confined to agenda items.**

z. Resolutions would normally be recorded in the following terms: AGREED – that …. was agreed and approved.

aa. An elector seeking a response to a question at the Meeting must give the Clerk notice of the question at least 5 clear days before the meeting to enable the matter to be researched. However, a question will not be received where the issue has been the subject of a Council decision within the past 6 months.

4. **COMMITTEES AND SUB-COMMITTEES**

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
ix. shall determine if the public may participate at a meeting of a committee;
x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the Annual Meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless he 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.
xxii. Apologies for absence
xxiii. Declaration of interests
xxiv. Appointment of lead councillors
xxv. Appointment of Trustees serving on outside bodies

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

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. **PREVIOUS RESOLUTIONS**

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three 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 five 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 five 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;
xvii. to close the meeting; or
xviii. to withdraw a resolution.

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)(j).

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 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 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 5 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;

(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority;

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 Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(s*ee also standing order 23).*

c The Proper Officer/Responsible Financial Officer (RFO) is also referred to as the Clerk of the Council. This is a part time role.

d The duties of the Clerk are included in contracts of employment, with pay scales and allowance rates following the NALC recommendations.

e Councillors may not be employees of the Council. However a Councillor may be appointed to act as Clerk in an emergency but cannot be paid. This practice should be avoided if possible so as to create a clear distinction between the Officer and Member Roles.

f The Clerk's role is to manage and administer all aspects of routine council business and to provide the single point of contact for enquiries and correspondence whether received in person, by telephone, letter or email. In addition, the Clerk must act as the Council's executive and carry out decisions.

g The Clerk must remain impartial and has a duty to give clear advice to members before decisions are reached, even if such advice is contrary to individual views. In addition, the Clerk has a key role in advising the Council and individual members on governance and ethical matters, and to liaise with the District Council Monitoring Officer regarding Members Interests and Code of Conduct.

h The Clerk is responsible for compiling, signing, publicising and circulating the agenda which will be supplied to members with:

i. meeting notes to identify action or decision, including expenditure decisions and legal authority
ii. planning and correspondence lists
iii. other relevant reports and papers (financial reports are compiled and circulated)

i Draft minutes will be compiled after each meeting and circulated to members.

j The Clerk's role at Meetings is to guide the procedure and record notes for compilation of Minutes. Contributions can extend to offering advice but not participating in a debate or vote.

k In addition, the Clerk will maintain registers of attendance and members interests, initiate payment of invoices and actions within the financial review (i.e. record payments and receipts) and retain all official documents and correspondence.

l The Clerk is required to undertake a wide range of functions, some of which involve considerable time and complexity. In these circumstances, lead Councillors will provide assistance and support whilst ensuring that the Clerk retains oversight and is given sufficient information to allow for proper co-ordination.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;
ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
   i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
   ii. to the Council the accounting statements for the year in the form of Section 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil**

or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. **HANDLING STAFF MATTERS**

a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Council, if he is not available, the vice-chairman (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.

c The Chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chairman or Vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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 higher) does not exceed £25,000, the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

a. Unless 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, (shown here in **bold**) 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 2 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 Advice on the interpretation of Standing Orders may be offered by the Clerk. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27 KINGHAM PARISH COUNCIL

a Kingham Parish Council is a body corporate with perpetual succession and its lawful acts, assets and liabilities are its own and not those of its Volunteer Councillors.

b It is the first tier of local government responsible for a rural area that includes the settlement of Kingham. Other features include farmland, one industrial site, the Village Green, two playgrounds, a playing field and Memorial stone.

28 LEGAL POWERS

a A Local Council must act within the law and can only spend, raise or use money if it has statutory power to do so. To do otherwise is 'ultra vires' – meaning exceeding authority and acting beyond legal powers.

b The range of powers is prescribed within different Acts of Parliament and Statutory Instruments. Most powers are discretionary and many contain conditions which must be considered before application.

c A list of powers is contained within the National Association of Local Councils publication called 'The Good Councillors Guide', a copy of which will be issued to all new Councillors.

29 GENERAL PRINCIPLES

a The Parish Council will operate in an ethical, open and transparent manner. It will promote equal opportunities, health and safety and human rights and will not participate in unlawful or discriminatory activity.

b Parish Council Meetings will be conducted within an atmosphere of mutual respect and equality and provide the opportunity for all members to contribute.

c Activities and decisions will be communicated through publicised minutes and enquiries will receive a prompt response.

30 DELEGATED POWERS

a The Clerk has the authority to manage and administer routine Parish Council business including:
   i. responding to correspondence, liaison with outside bodies, research and preparation of reports and notes for future council meetings
   ii. purchase of stationery and office supplies for reimbursement
   iii. play areas, village green, Village Car Park and common land management

iv. responding to planning applications on behalf of the Council for which a response is required outwith the normal pattern of Council meetings, and where an extra meeting cannot reasonably be held within the application timetable
v. provide the point of contact for the Village Hall users and Allotment holders
vi. other urgent matters requiring attention between meetings following consultation with members.

31 MEMBER REPRESENTATION

a Kingham Parish Council is represented by 8 members (Councillors).

b The term of office is four years and if insufficient members are nominated for election, or interim vacancies occur, other members may be elected or co-opted to serve on the Parish Council.

32 COUNCILLOR ELECTIONS

a Elections are conducted in accordance with statutory requirements and are the responsibility of the District Returning Officer. Nomination forms, information, display of formal notices and other related processes are managed by the Returning Officer with the support of the Clerk.

33 PARISH COUNCILLORS

a Parish Councillors sign a declaration of Acceptance of Office upon appointment that includes a commitment to comply with the Code of Conduct. In general they have three main roles:
i. to represent the views and concerns of the community
ii. to maintain communication with residents and keep them informed of developments
iii. to attend and participate in Council Meetings (at which actions and expenditure are approved)

b Council Powers must be exercised through the Parish Council as a body and cannot be approved by individual members. In addition, all formal communication and correspondence should be routed through the Clerk to validate action.

c Members should attend meetings having prepared by reading meeting notes, listening carefully to other comments, and participating through the Chairman with relevant, timely and concise comments, questions or proposals. Bullying, oppressive behaviour or conflict will not be accepted.

d As well as Members formal responsibilities, the size of the Parish, extent of assets and desire to provide value for money, necessitates involvement with additional voluntary activities including routine play area inspections and other support work. As a consequence, efforts will be made to fill vacancies arising at or between elections.

e Members should send apologies for absence from Council or Committee meeting to the Chairman or Clerk (before the meeting), together with reasons. Notification and acceptance of apologies will be recorded in the Minutes.

f Members absent from Council or Committee meetings who have not offered 'apologies' or whose apologies have not been accepted, will be listed as absent. Any Member absent for 6 consecutive months shall cease to be a member of the Council.

34 CO-OPTED MEMBERS

a Interested parties should be advised to contact or be notified to the Clerk who will confirm eligibility, request a letter of application and CV and invite them to present themselves to a meeting for nomination.

b To be appointed, co-opted Members require nomination, seconding and Members vote. If successful, they will be asked to sign the Declaration of Acceptance of Office and invited to join the Meeting.

c Casual vacancies (other than following main election nominations) must be advertised and this, together with formal notification of vacancy to the District Council, will be actioned by the Clerk.

d Legislation allows co-opted Members to reclaim expenses but not the annual Members allowance.

35 TRAINING

a The Parish Council will encourage and support training and will pay for course attendance fees and travelling expenses following approval by the Council. The availability of training events and bookings will be advised and managed by the Clerk.

36 CHAIRMAN ELECTION

a **A Chairman and Vice- Chairman are elected annually by members at the Annual Council Meeting in May and the term of appointment is one year.** Interim resignations will prompt election of a new Chairman or Vice-Chairman at the next Council Meeting.

b The election process should focus on appointment of the most effective person for the role and not be influenced by personalities.

37 CHAIRMAN ROLE

a The Chairman has a primary duty to facilitate the Council reaching, without delay, an intelligible and lawful decision for the right reasons. In addition to Member responsibilities, the Chairman has four roles:
   i. to preside at Council Meetings and sign the minutes as a true record
   ii. to receive notices of resignation from Councillors or Clerk
   iii. to represent the Parish Council at ceremonial events
   iv. to work closely with the Clerk to share information and support management of business

38 AUTHORITY OF THE CHAIRMAN

a The office of Chairman of a local authority is created by statute which has conferred upon the occupant a second casting vote for use in the event of equal voting. However, the role is limited to matters of procedure and neither increases nor decreases the right to discuss the merits of a particular case.

39 PRESIDING AT MEETINGS

a In presiding at the Council Meeting, the Chairman must preserve order, ensure that proceedings are conducted in a proper manner, and be satisfied that any question or proposal before the meeting is properly ascertained. It is the Chairman's responsibility to:
   i. prepare for meetings to ensure business is lawful, relevant and clear
   ii. confirm the meeting is properly constituted with quorum present
   iii. allow Members a fair hearing but confine discussion to relevant matters and timely progress
   iv. decide whether motions and amendments are procedurally correct and deal with points of order
   v. clarify the meaning of questions and motions, identify proposing member, manage vote and declare result
   vi. adjourn meeting when circumstances demand
   vii. declare the meeting closed when business is completed.

40 ANNUAL PARISH MEETING

a The Parish must have at least one Annual Parish Meeting a year at which local government electors for the Parish may attend, comment, question, propose resolutions and vote.

b The right of the Annual Parish Meeting to discuss parish affairs extends to any public matter of parochial nature and is not confined to the exercise of statutory functions of the Parish Council.

c The emphasis should remain on the meeting being a 'community' assembly at which electors can comment, question or propose action within the parish.

d The Parish Council has the power to make standing orders for the regulation of proceedings and business. This can include :
   i. Meeting structure
   ii. agenda items and order
   iii. reports
   iv. presentations by non-electors
   v. public (non-elector) comment or questions

e The Meeting (or additional meetings) can be convened by:
   i. Parish Council Chairman
   ii. Two Parish Councillors
   iii. Six local government electors for the Parish

f The Parish Council is responsible for costs, regardless of who convenes the meeting. This will include venue hire, preparation and public notices.

g Meetings may be convened as often as required, although there must be at least one annual meeting between 1st March and 1st June. Proceedings must not begin before 6pm. In Kingham Parish, the Annual Parish Meeting will be held on the 3rd Wednesday of March following, and separate from, the ordinary Council Meeting.

h Notices specifying the time, place and business of intended meeting must be displayed in a conspicuous place giving not less than seven clear days notice. These notices are usually displayed in the Village shop and notice boards within Kingham Parish.

i Meeting attendance and rights extend to the following:
   i. electors for the Parish – may speak and vote
   ii. Chairman of the Parish Council – presides, may speak and vote (plus casting vote)

iii. Parish Councillors – attend as electors
iv. Public (non-electors) – not participate in resolution or vote (unless invited to)
v. Press – not participate in resolution or vote
vi. invited speakers – may present but not participate in resolution or vote

j The extent to which electors and non-electors are identified and segregated at the meeting needs to be considered in light of anticipated business, resolutions and voting. Entry checks against the electoral roll and issue of voting cards may be necessary.

k The Chairman of the Parish Council has the right to attend any Parish Meeting and, if present, shall preside. If not present, the vice-Chairman of the Parish Council shall preside.

l If both the Chairman and Vice-Chairman are absent, the assembly may appoint a person to take the Chair and that person shall have, for the purposed of the meeting, the powers and authority of the chairman.

m Minutes of the meeting shall be prepared, entered in a book or file for that purpose and signed at the next meeting by the person presiding.

n Although this is a 'community' assembly at which the opportunity for individual contributions must remain available, it is still a 'meeting' that demands some organisation and structure to ensure that business can be properly conducted and recorded. The greater the number of people in attendance, then the bigger the challenge to maintain order and provide all those wishing to contribute to do so.

o Resolutions and voting are limited to local government electors of the Parish, any of whom may propose a resolution and vote. However, the outcome of a resolution and vote is, in most cases, not legally binding on the Parish Council and persuasive only.

p Resolutions must be simple, clear, unambiguous and confined to a single issue. If there are multiple issues then each should be dealt with as a separate resolution and vote

q Each elector is entitled to one vote with the resolution being decided by the majority of those present. The decision announced by the Chairman is final, although a further resolution may request a Parish Poll.

r Seated capacity within Kingham Village Hall is limited to approx. 70 people (including Parish Council members). Room layout, fire and exit procedures, and provision of stewards to assist need to be planned in advance of the meeting.

s Anyone who disturbs the proceedings may be required by resolution to withdraw, but only after the Chairman has requested the individual to desist. Heat or anger in discussion is not in itself a ground for exclusion. Persistent disturbance or disregard of resolution to withdraw may require the meeting to be suspended or the Police called.

t A Parish Poll is a formal referendum of the whole electorate throughout the Parish and is conducted by the District council returning Officer in exactly the same way as for an election. As such, notice of the election will be publicised and, on the prescribed date, electors may attend the polling station between 4pm and 9pm to cast their vote against the questions posed.

u There is no facility for a postal vote and the cost of a Parish Poll must be met by the Parish Council.

v The request for a Parish Poll can only be made during the course of the Parish Meeting and it must relate to a matter which has been discussed and voted on.

w Subject to the above, a Parish Poll request must be supported by:
i. 10 local government electors present or
ii. one third of the electors present (if less than 30) or
iii. the Chairman consents

x It is absolutely crucial that the resolution includes precise wording for a Parish Poll and be phrased in terms that allow a simple 'yes' or 'no' answer to be conclusive. The must be done during the course of the meeting.

y The result of a Parish Poll is not legally binding on the Parish Council although there is a moral obligation to consider the weight of community opinion.

41 LEAD COUNCILLORS

a The Parish Council may appoint lead Councillors and specify the functions for which they are responsible.

b Lead Councillors do not have powers to make financial commitments or take decisions independently of the Council. Their responsibilities are to:
i. lead focussed initiatives relating to their nominated area of interest;
ii. report activities to the full Council and present resolutions for approval as required;
iii. manage actions agreed by the Council;
iv. ensure transactions are co-ordinated through the Clerk.

42 WORKING PARTIES

a The Council may appoint Working Parties. A working party is a group created for a specific purpose and is time limited. Meetings do not need to be called by a Summons or be open to the public. A Working Party cannot make decisions, but can recommendations and reports to Council and Committees.

43 PLANNING

a Planning matters can be contentious and it is important to ensure that comments submitted remain fair and balanced. Members must declare an interest and not become involved in planning applications that relate to them, their family, associates or neighbours.

b Planning Application Procedure - The Parish Council are notified by West Oxfordshire District Council (the local Planning Authority) of Planning Applications made within Kingham Parish. For original applications, the Parish Council are asked to give their views within 21 days and for amendment applications, the period is reduced to 14 days.

c Standard procedure for all electronic applications received is:

i. Clerk receives notice from WODC
ii. Clerk forwards on details of application to Councillors via email
iii. if response deadline falls prior to the next meeting, the Clerk will request an extension from WODC
iv. a list of current applications will be circulated on the Agenda for each meeting for discussion
v. Clerk will produce a summary of comments discussed at the meeting, approved by Councillors, before sending onto WODC
vi. if it is not possible for the Council make a decision at the meeting, the Council may decide to use the Clerk's delegated power to send a response on its behalf.
    a. the decision to use the Clerk's delegated power shall be agreed by a majority of the Council
    b. the Council will give its comments to the Clerk
    c. the Clerk will formulate a response based on the Council's comments, and send to the Council for approval
    d. upon receiving approval of the comments, the Clerk shall forward these to WODC
    e. all documentation in this process shall be retained
    f. the decision shall be noted at the next Council meeting.

d Site visits are desirable together with neighbour consultation – however, there are no powers or rights of entry to premises subject of the application.

e Occasionally there may be a need for a collective visit in which case Councillors will co-ordinate with each other for a suitable time and date.

f In general, Parish Council consultation and comment is unlimited, although it should be relevant and objective. The following considerations could be included:

i. access – impact of traffic exiting and entering the site – and on local roads
ii. layout – is it in sympathy and not obtrusive within the site and surrounding area
iii. design – does it conflict with existing buildings in the locality
iv. materials – are they in harmony with surrounding buildings
v. landscaping – is it adequate to minimise the impact on surrounding areas
vi. privacy – impact of the proposed land/building use on the local environment

g Councillors should encourage members of the public wishing to comment on an application to write individually to WODC.

h West Oxfordshire District Council planning officers have delegated authority to make planning decisions or they may refer objections for committee decision. In the event of a committee hearing, those objecting, including the Parish Council, will be invited to make personal representations to the planning committee.

Signed: Dated:

Chairman