



Longstanton Parish Council

# Meeting Papers

ANNUAL Council Meeting, 13th May 2019



# Longstanton Parish Council

Minutes of the Planning Meeting of Full Council Meeting, held at  
Northstowe Community Wing, Pathfinder Way, Northstowe, CB24 1AA  
Monday 8<sup>th</sup> April 2019 at 7.30 pm

Present: Cllr Street (Chairman), Cllr Burns, Cllr Owen, Cllr McPhater, Cllr Ness, Cllr Owens,  
Cllr Mrs Brash-Hall, Cllr delaMare-Lyon; Cllr Parvathala;

Clerk: Diane Bayliss (Locum Clerk)

In attendance: 3 members of the public  
D Cllr Cheung-Johnson arrived at 8.33pm

**18-19/205 Chairman's Welcome and To Receive and Accept Apologies for Absence**

Cllr Sinclair; Cllr Mrs Wilkins; C Cllr Hudson;

**18-19/206 Councillors' Declarations of Interest for items on agenda**

*Declarations of interest from Councillors on items on the agenda:* Neil Mcphater – 18-19/210b

**Requests to Speak:** None

**To receive requests for dispensations:** None

**Grant of dispensations:** None.

**18-19/207 Open Forum for Public Participation (10min)**

A parishioner from Longstanton thanked the Parish Council for sending representation to the planning committee for the Fews Lane Development which is recommended for refusal.

**18-19/208 Approval of Minutes**

a) It was **proposed** by Cllr McPhater seconded by Cllr Burns and **RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> March 2019 be approved and signed.

**CARRIED**

b) Matters to report from previous minutes

None

c) **Clerks Report**

• It was **noted** that the Clerk's Report was circulated with the meeting papers.

**18-19/209 Northstowe Matters**

a) To receive an update on Northstowe Matters.

None

b) To receive an update on the Northstowe Community Wing.

Jon London reported that:

• As of last week, 321 properties were occupied. Occupancy is expected to increase towards the summer.

• The next community forum date has changed from 1<sup>st</sup> to 15<sup>th</sup> May. Main agenda items – update on secondary school and update on town centre.

• Change of personnel James Stone/Andrew Thompson is his replacement. John has made him aware of the forum dates.

• The new village green is on track to open next week.

• Mr London thanked the Council for helping to increase access to the wing.

• Risk Assessments are currently being written.

• The wing can open for community use with Mr London in attendance.

• A Friends of the Wing group is being set up, members of the community as keyholders will have reduced rates

c) To consider the next steps with the potential dewatering of the Kingfisher Pond

An initial meeting was held with the District Council however a further meeting needs to be arranged with the leader of the Council in attendance in order to pursue the matter further.

## **18-19/210 Planning Matters**

### ***Planning Matters – for comment***

- a) S/0853/19/FL – single storey flat roof extension to the rear of 28 Thornhill Place, Longstanton for Mr & Mrs Cornish.

It was proposed by Cllr Brash Hall, seconded by Cllr Owens and RESOLVED that the Parish Council support the application.

**Action:** Clerk to pass comments to SCDC.

- b) S/1071/19/TC – Treework to 4 trees at 40 St Michaels, Longstanton for Mr Neil McPhater – It was proposed by Cllr R Owen seconded by Cllr Ness and RESOLVED that the Parish Council support the application.

**Action:** Clerk to pass comments to SCDC.

- c) S/0277/19/FL – AMENDED – demolition of the existing bungalow and construction of two dwellings including car parking and landscaping at The Retreat, Fews Lane, Longstanton for Mr Gerry Caddoo.

It was proposed by Cllr Ness seconded by Cllr R Owen and RESOLVED that the Council object to the application as it does not materially address any of the Council's concerns.

**Action:** Clerk to pass comments to SCDC.

### ***Northstowe Planning Matters – for information only***

- d) S/0714/19/DC – Discharge of Condition 56 (part of framework Travel Plan) of planning permission S/2014/14/OL for Northstowe Phase 2 for Homes England.

The councillors expressed their concerns about this application however the matter was not for comment.

### ***Planning Matters – for information only***

- e) To note APPROVAL for S/0133/19/FL proposed first floor side extension at 3 St Michaels, Longstanton.
- f) To note APPROVAL for S/0522/19/TC Treeworks between 29 and 30, Toad Acre, Longstanton.

## **18-19/211 County Council Matters**

- a) C Cllr Hudson's report had been circulated prior to the meeting.
- b) The new Street Lighting Attachment Policy implemented on 1st April 2019 was noted.

## **18-19/212 District Council Matters**

- a) The report from D Cllrs had been circulated prior to the meeting.
- b) The Parish Planning Forum was attended by Cllr McPhater and Cllr Burns
- The shared services and staffing update was given by Stephen Kelly. The main problem seems to be a shortage of staff. Cambridge City and South Cambs District Council are looking into sharing IT services with a central system with access for parish councils.
  - Jonathan Dixon reported that the consultation had already taken place on the North East Cambridge Action Plan
  - Neighbourhood Planning: The Great Abington Plan has been 'made' and the Cottenham Plan has been submitted for public consultation.
  - The biggest concern was that because of a lack of planners there is not enough time to look at comments made by parish councils. The parish council discussed ways that they could try to make their comments heard.

- c) It was noted that D Cllr Cheung Johnson had requested that planning application S/0766/19/FL be considered by the planning committee.
- d) St Michaels Churchyard

It was proposed by Cllr McPhater seconded by Cllr R Owen and RESOLVED that the Parish Council write to the trees officer at South Cambs District Council about the proposal to remove the sycamore in St Michaels Churchyard.

**Action:** Libby to write a letter of complaint to the tree officer.

**18-19/213 Finance Matters**

- a) The financial report to the end of February 2019 was presented to the Council. (The report had been discussed at the finance committee meeting held on 26<sup>th</sup> March 2019). **Noted**
- b) The Council discussed the purchase of the Omega Financial Software Package  
It was **proposed** by Cllr McPhater seconded by Cllr Ness and **RESOLVED** that the Omega software package as recommended by the clerk is approved.

**Action:** Clerk to Order

**18-19/214 Police Matters**

- a) There was no further update from the police.
- b) The Police and Crime Commissioners Report for Spring 2019 was **noted**.

**18-19/215 Highways and Footpath Matters**

- a) There was no update on the adoption of Home Farm Roads.
- b) Cllr Brash-Hall had contacted St Bedes School and was awaiting further information.

**Action:** Cllr Brash-Hall to follow up.

- c) The correspondence between Swavesey resident, County Council and others about safe crossing points for pedestrians, cyclists, etc. on the B1050 bypass was **noted**.

D Cllr Cheung-Johnson arrived at 8.33pm.

**District Councillors Report**

Met with enforcement officers at South Cambs who have put notices of breach of conditions on houses at Northstowe. (Wimpey) The next step if they continue to break the planning conditions would be a judicial review.

Hatton Road Ponds – working on detailed plans for the landscaping that needs to be done. The body of water should not be full all the time – pool of water but part marsh/wetlands. Needs to be put back how it should be before South Cambs will adopt it. Gallaghers should be carrying out the landscaping at the site. If they don't carry it out they need to give the money to SCDC.

Two bungalows at Fews Lane – taken away from officers and sent to full planning committee – owing to comments from neighbours.

The Rampton Road Bridleway is to be closed for a period of 6 weeks from 8th April.

Cllr Delamare asked the District Councillor to speak to Gallagher/Enforcement Team whom are issuing stop orders at Northstowe due to excessive working hours and disruption to include speeding contractors, vans/sub-contractors coming into the village to the Co-op at great speed. Cllr Mrs Brash-Hall asked that this be extended to parking outside the Co-op.

Cllr Owen – some Northstowe residents are interested in helping a sustainability scheme and would be willing to contribute their time as part of a working group. The Cambridge Food Hub is considering Northstowe as a potential centre for operations.

And there has been a poll on Facebook about the second primary school – important that there is a choice of schools not just of the one faith – next meeting.

Cllr McPhater – any update on the Kingfisher Pond – two dates for a meeting in May have been sent to the Clerk.

Parking outside the Co-op – DC doesn't have jurisdiction on parking but that they are looking at options for enforcement.

- d) The Cambridgeshire Speedwatch letter for March 2019 was **noted** by the Council.

**18-19/216 Public Open Space Matters**

- a) There was no report on the central open space.

**18-19/217 Community Matters**

It was agreed that they would be interested in being part of an information event on Timebanking.

**Action:** Clerk to liaise with Swavesey

**18-19/218 Council Administration Matters**

- a) Further information is required before the quotations for insurance can be considered by the Council.

**Action:** Clerk to obtain additional information for the next meeting. Clerk to obtain information on Cyber security.

- b) The Fire Risk Assessment had been carried out by Fire Safety Management Services

Cllr Burns reported on the Fire Risk Assessment. A number of issues had been raised and would need to be actioned as soon as practical. Some of the actions lie with the Parish Council and some of the actions need to be carried out by the tenants.

Further discussion took place under the Exclusion Order.

**Action:** Cllr Burns to follow up.

**18-19/219 Motion to Exclude**

It was **proposed** by Cllr Burns seconded by Cllr S Owens and **RESOLVED** by a unanimous vote that the public (including members of the press) be excluded during consideration of the following item 220 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The meeting closed at 9.05 pm.

**18-19/220 Pavilion Matters**

- a) Item 18-19/220a was discussed under the Exclusion Order.

It was **proposed** by Cllr Owen seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the minutes of exclusion from 11<sup>th</sup> March 2019 be approved and signed.

Decisions made under the Exclusion Order included setting up a meeting with SCDC, the landowner and clrs to look at the future of the Recreation Ground and to create a working group to look at the relevant responsibilities of the tenant and parish council for the Pavilion.

**18-19/221 Motion to Re-Admit**

To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.

Meeting reopened at 9.45pm.

**18-19/222 Committee Matters**

Draft minutes from the Finance Committee meeting held on 26<sup>th</sup> March 2019 (as emailed to Councillors on 27<sup>th</sup> March 2019) were **noted**.

**18-19/223 Correspondence (for information only)**

- CAPALC – NALC Chief Executive Bulletins 8<sup>th</sup> and 22nd March 2019 (sent via email)

**18-19/224 Date of Next Meeting**

Tuesday 23<sup>rd</sup> April – Finance Committee

Monday 13<sup>th</sup> May – Full Council Meeting at the Village Institute

**18-19/225 Agenda Items for Next Meeting**

Councillors are to notify the Clerk of any business and payments at least 7 days prior to the next meeting.

There being no further business the meeting closed at 9.47pm.

Signed: .....

Chairman

Date: .....

**Items in bold are either new or updated since the last meeting. Any items marked as complete this month will not be on any subsequent report.**

Council and Administrative Matters	Actioned	Due Date
Risk Assessments to be carried out by Councillors. Information to circulated after May meeting for Cllrs to carry out the relevant risk assessments.		
<b>Emergency Plan</b>  23/1/19 – start made on Emergency Plan. Advice from SCDC is to have a working group. Working group set up with Cllrs Ness, McPhater and delaMare-Lyon. To meet shortly after 18/2/19  19/2/19 – Meeting held with working group – plea to go out to ask for volunteers/people with skills or equipment to be listed on the plan  6/3/19 – plea put to residents for volunteers  <b>May 19- a couple of volunteers found from Longstanton life but more work needed</b>	Clerk & Emergency Plan WG	

Northstowe Matters	Actioned	Due Date
Cllr Mrs Brash-Hall has made initial contact with LDHS with respect to the Kingfisher Pond. Discussions ongoing to how LPC can help with the issue.  29/1/18 – Cllr ABH and Clerk met with local landowner to get some background information 12/3/18 – Request for historic data on bore holes requested 9/4/18 – No info received. FOI request gone in.  2/5/18 – Bore hole records received. Past to Cllr Mrs Brash-Hall to review 16/5/18 – meeting held prior to Northstowe Community Forum (see report) 3/7/18 – Cllr Mrs Brash-Hall and Clerk met with resident badly affected by the lack of water. Report in meeting  10/7/18 – contact made with MP's office. Need to investigate further before she becomes involved  15/10/18 – meeting with Ouse Fen due to be held 15/10/18 – meeting with Hanson, need more information from other members of the Hanson team.  5/12/18 – Stuart @ Hanson chasing the right person for more information at Hanson. Seem to be asking the right questions  7/12/18 – Stuart has provided a name and he has been contacted for a meeting 22/1/19 – James Stone emailed inviting to meeting and reiterating last year's promise of independent expert. Item requested to be on Community Forum agenda on 6/2/19 11/2/19 – meeting to be set up with D Cllrs re formal complaint to go into SCambs 18/2/19 – meeting arranged but unable to go ahead due to unavailability of Cllrs. To be rearranged.  21/3/19 – meeting with D Cllrs, further meeting to be set up with Bridget Smith, Lead of the Council (SCDC)  <b>8/5/19 – meeting set with Leader of the Council.</b>	Clerk & Cllr Mrs Brash-Hall	9 Jul 18
Request gone to SCDC to delay the Community Governance Review for 12months  7/3/18 – Chased SCDC to see what position they are at with this. 8/3/18 – chased again – need to know if we need to do anything 22/3/18 – brief conversation with Gemma. To be covered at April meeting.  9/4/18 – LPC decided to look again in October 2018 8/10/18 – Kirstin and Liz from SCDC attended meeting to provide an update on the CGR and considerations needed to be thought about 8/10/18 – presentation provided by SCDC – CGR due to commence Autumn 2019	SCDC	Autumn 2019

<p>Chased SCDC for date for the next meeting about the Pavilion on Phase 1.</p> <p>5/3/18 – spoke with Kirstin – no news on date yet</p> <p>16/7/18 – meeting to be set for September</p> <p>2/10/18 – chased for dates</p> <p>8/10/18 – email received. Looking for people to help scrutinise the tenders received in November</p> <p>16/11/18 – Clerk attended the Tender review along with 2 other community representatives and 2 SCDC staff members</p> <p>10/1/19 – awaiting date for next meeting to discuss requirements</p> <p>22/1/19 – Clerk attended meeting with architect Saunders Boston &amp; stakeholders for initial discussions prior to design</p> <p>18/2/19 – Clerk met with architect to discuss in a little more detail what would be required of the building</p>	Clerk	14 <sup>th</sup> Feb 2018
<p>Rampton Drift Streetlights – there are several not working and Homes England have been contacted and chased to find out who the right person is to deal with this. It was an issue 4 years ago and still not resolved satisfactorily. Philip Harker has confirmed that they are getting quotations to fix the lights.</p> <p>12/2/18 – Clerk chased Homes England to see what is happening – Philip Harker on holiday til 19<sup>th</sup></p> <p>8/3/18 – Clerk due to speak to Philip Harker – quotes in and he is about to order the work</p> <p>9/5/18 – still no information or resolution. Resident has spoken with MP's office</p> <p>4/6/18 – Resident has confirmed that a new light has been installed but now new lights are not working</p> <p>4/11/18 – A separate resident has contacted the parish office to say that they are not working but two are on 24/7. Email sent to Homes England to look at the lights as a matter of urgency</p> <p>5/12/18 – Homes England chased to see what is happening.</p> <p>7/12/18 – Philip Harker reluctant to do any more until the ownership of the lights is sorted!</p>	Homes England	ASAP
<p>Communication received that Homes England have appointed Tibbalds as planning consultants for Phase 3 (a &amp; b) for Northstowe. Initial talks to commence in a few months time.</p> <p>9/4/18 – Clerk to start drafting something based on evidence held from previous Parish Plan and planning formulae for sport and community contribution</p> <p>1/5/18 – Met with planning solicitor for some advice and to provide him with some background to LPC and S106 agreements</p> <p>27/6/18 – Cllrs Street, McPhater and the Clerk met with James Stone, Planning officer to discuss S106 for Northstowe Phase 3</p> <p>3/7/18 – Initial members consultation on Phase 3. Cllr McPhater and Clerk in attendance</p> <p>16/11/18 – Members consultation due</p> <p>16/11/18 – Cllrs delaMare-Lyon, Street and Owen along with the Clerk attended the presentation. Report in the meeting papers for 10/12/18</p> <p>18/2/19 – D Cllrs confirmed Phase 3 Planning Officer has been appointed</p>		ASAP
<p><b>Defibrillator</b></p> <p>23/1/19 – emailed Pathfinder School about defibrillator plans</p> <p>25/1/9 – letter sent by resident, redrafted by Clerk, to housebuilders asking for contribution</p> <p>25/2/19 – Barratts have confirmed they will pay for all of the defibrillator including housing. Clerk has spoken with East of England Ambulance Service and passed all relevant information to Barratts.</p> <p>23/3/19 and 5/4/19 – chased Barratts for an update</p> <p><b>2/5/19 – received message that Barratts are asking for update to send out press release. Barratt are supposed to be sorting – so chased again for further information</b></p>		

<b>Home Farm Matters</b>	<b>Actioned</b>	<b>Due Date</b>
<p>A resident has reported an accident by his son on one of the bridges which link the Home Farm development to the Central Open Space. The bridges are still the responsibility of the developer – in this case Kier. The resident has been provided with the contact details for Kier to pursue his complaint. No action needed by LPC unless there is inaction by Kier.</p> <p>5/2/18 – Contacted Kier to get them to do some maintenance on the bridges</p> <p>7/3/18 – Chased Kier as nothing has been sorted.</p> <p>12/3/18 – everyone denying responsibility. Spoken with manufacturer to find out who purchased, emailed both developers and copied in CCC &amp; SCDC demanding it gets maintained.</p> <p>3/5/18 – Response from Kier is that the bridges are the responsibility of the landowner as they are on his land, even though installed by developer</p> <p>15/5/18 – Information passed to developers</p> <p>2/7/18 – Developers double checking what work is needed on bridges (see item below on Central Open Space)</p> <p>30/1/19 – met with Reece from Vine – he will chase Kier to find out what is happening with their two bridges</p> <p><b>3/5/19 – Reece has left Vine. Waiting to find out who contact will be at Vine.</b></p>		12 <sup>th</sup> Feb 2018
<p>Draft Transfer of Land documents were received from the solicitors for both POS7 and POS14. Errors were found and the solicitor notified for amendment.</p> <p>11/01/18 – solicitor has confirmed he is awaiting to hear that Transfer Docs are agreed before engrossment can proceed</p> <p>6/2/18 – Persimmon are keen to put the last 4 areas through for adoption at the same time</p> <p>5/7/18 – Chased to see what progress has been made</p> <p>17/10/18 – Emailed Persimmon but the contact is no longer there. Asked for a replacement contact and their details</p> <p>6/12/18 – New contact emailed to find out what progress has been made with this and the links between parcels. Replacement person at Persimmon trying to work out what the situation is</p> <p>5/2/19 – Chased Persimmon for further news</p>	Clerk	ASAP
<p>Residents of Duddle Drive have not heard from the landowner about the hedgerow outside their property despite his assurances he would speak with them. Clerk has chased the landowner. <i>Query about responsibility – SCDC have confirmed it is the landowners to cut and maintain. SCDC has access only for maintenance of the watercourse and will cut back if needed for access.</i></p> <p>10/1/18 – still no contact from the landowners</p> <p>25/1/18 – landowner chased again</p> <p>2/1/18 - letter from 13 residents has been sent to the landowner(s) via the parish office both electronically and in the mail</p> <p>5/1/18 – Landowner feels it is not his responsibility, resident to speak with SCDC and looking at land registry boundaries</p> <p>13/2/18 – Clerk met with resident briefly before the resident met with the landowner to discuss the area.</p> <p>15/2/18 – resident and landowner have come to some agreement about getting the hedge cut right back but no clarification on timescales</p> <p>12/3/18 – email received from resident asking if there was further information from landowner. Responded to say that he has not set a date.</p> <p>3/9/18 – resident confirmed that she is chasing landowner</p> <p>24/9/18 – Clerk emailed landowner and son to inform them that correspondence has been received from neighbours about overgrown hedges</p>	10 <sup>th</sup> Jan 2018	31 <sup>st</sup> Jan 2018
<p>Phase 2 Road Adoption. Update received 4<sup>th</sup> Jan 2018. Info to Council meeting 8<sup>th</sup> Jan 2018.</p> <p>12/2/18 – no further news until COS resolved</p>	4 <sup>th</sup> Jan 2018	June 2018

3/10/18 – Solicitors for Cofton trying to tie two sites in together though developers want them to be dealt with independently  4/11/18 – Cannot extend the administration of Cofton any further past January 2019.  30/1/19 – Site visit with Reece from Vine to understand a little more what will be required		
Central Open Space issues have been looked into and on the agenda for February.  14/2/18 – Correspondence sent to Vine to confirm adoption with provisos  5/3/18 – Vine have come back with items for the parish council to carry out to move forward. To be discussed at the meeting 12/3/18  14/3/18 Parish council comments passed to Vine  24/5/18 – documents for land transfer sent to solicitors for action  Aug 18 – on agenda for September for LPC to agree boundary  24/9/18 – full survey has been carried out on the bridges by the developers prior to adoption of the COS. More work needed than expected.  3/10/18- Developers would like the PC to adopt the COS but liability remain with developers for the bridges. Clerk to respond to Vine to decline this offer.  30/1/19 – Site visit with Vine. Bridges on the Phase 2 side have been cleaned, maintained and overgrown vegetation cut back.  <b>3/5/19 – Reece has left Vine. Waiting to find out who contact will be at Vine.</b>	Clerk/Vine Technical Services	ASAP

Finance Matters	Actioned	Due Date
<b>Year End Procedures complete. Internal Audit complete. Ready for sign off at Full Council.</b>		
<b>Omega Finance Software ordered – installation on 26<sup>th</sup>/27<sup>th</sup> June</b>		

Highways and Footpath Matters	Actioned	Due Date
Following resolution at last meeting and input from C Cllr Hudson, CCC have spoken to OpenReach and they are replacing the bulbs on the School Lane Verge. Cllr Street and Clerk met with CCC representative on 29 <sup>th</sup> December.  30/1/18 – emailed Bob Turner at CCC to find out when the work is due to sort the verge out. 31/1/18 OpenReach to complete work overnight on 9 <sup>th</sup> Feb  14/2/18 – emailed Bob again as no work has been started – changed date (agreed by Highways) to 20/2/2018  22/2/18 – OutReach have cancelled work and stated they have no capacity to rectify. Bob will inspect every 17 days and raise deficiency reports until completed.  6/12/18 – contact made with Bob to see if this can be sorted now that it is bulb planting season  4/1/19- Bob is still chasing OpenReach on a regular basis	29 <sup>th</sup> Dec 2017	End Jan 18
<b>Highways Issue Ref: 258055 - reported Nov 2016</b>  The footpath is potholed and was reported back in November 2016. Attempted to look them up on the website but it is not showing. Local Highways Officer (LHO) asked for input. 8/1/18 – the footway had been inspected in Nov 16 but not in a poor enough state to repair. Would like to know if it has deteriorated. Clerk to look at  1/3/18 – clerk has looked at pavement. Seems worse and reported to LHO 1/6/18 – CC Hudson met with Highways (along with Oakington & Over) to discuss area concerns – this being one 9/11/18 -mentioned again to LHO during Highways meeting. 12/11/18 – LHO was going to visit the site and report back 15/2/19 – not at intervention level. To be watched	2 <sup>nd</sup> Jan 2018	9 <sup>th</sup> Jan 2018
<b>Highways Issue Ref: 271840 - reported by Parish Council 2nd Aug 2017 (originally by resident in Feb 2017)</b>	County Council	16 <sup>th</sup> Jan 2018

<p>The railings bordering the watercourse are rotten and pose a potential hazard to young children whether by catching themselves on the rotten metal or if they were to climb on it. LHO asked for input.</p> <p>8/1/18 dispute to ownership of railings. Discussions ongoing between CCC &amp; SCDC to be discussing who should be maintaining.</p> <p>12/2/18 – email received saying this has been closed. No work done, therefore LHO asked what happening</p> <p>1/6/18 – CC Hudson met with Highways (along with Oakington &amp; Over) to discuss area concerns – this being one</p> <p>4/7/18 – Not clear who the owner is for the railings. CCC to look into it and the Clerk to ask D Cllrs to push SCDC to check their records</p> <p>1/8/18 – D Cllrs have been discussing at SCDC. Reported back that they believe it is CCC's responsibility. Clerk has asked them to liaise with the LHO as a matter of urgency.</p> <p>10/8/18 – LHO has confirmed that it is the responsibility of CCC and they will be fixing the railings</p> <p>9/11/18 – Meeting held with Highways to find out what progress has been made</p> <p>12/11/18 – the current bars are too big for the infrastructure on site. Has been made safe and work will be completed in 2019 to replace bollards and rails</p> <p>15/2/19 – waiting til new Financial year</p>		
<p><b>SCDC Report: 2927 – reported September 2017 (online) but reported 3 years prior</b></p> <p>The surface of the footpath on Clive Hall Drive needs the moss and grass removed to see what state it is in prior to potential resurface. Ongoing discussions between SCDC &amp; CCC re responsibility.</p> <p>25/1/18 – Clerk chased for a response</p> <p>29/1/18 – SCDC confirmed that they will be sweeping the pavement this week. Clerk to keep watch to see what difference is made once complete.</p> <p>12/2/18 – Pavement has not been swept</p> <p>14/2/18 – email sent to SCDC</p> <p>7/3/18 – chased street cleaning department at SCDC</p> <p>1/6/18 – CC Hudson met with Highways (along with Oakington &amp; Over) to discuss area concerns – this being one</p> <p>14/6/18 – Clerk met with Arnie from SCDC. He will get a team out to remove grass and weeds to enable CCC to look at the state of the pavement surface</p> <p>1/10/18 – Met with D Cllrs and asked to chase this work</p> <p>6/12/18 – Email sent to various parties at D Council and C Council to ask if LPC could carry out the work and be reimbursed as it is going around in circles</p> <p>7/1/19 – PAVEMENT HAS BEEN MANUALLY SWEPT BY SCDC</p> <p>8/1/19 – Clerk emailed LHO &amp; Peter Hudson to ask that the surface condition is looked at as matter of urgency</p> <p>15/2/19 – looking at budget in new financial year</p>	3 <sup>rd</sup> Jan 2018	16 <sup>th</sup> Jan 2018
<p><b>Road Markings</b></p> <p>While the Local Highway Officer was in, the Clerk has raised the issue of poor road markings in various places. On 4<sup>th</sup> July, the LHO was going to look around the village for road markings (especially on junctions) which are poor which would enable him to get these repainted.</p> <p>9/11/18 – Clerk to raise with LHO at the Highways meeting</p>		
<p><b>Broken Street Sign (Ladywalk)</b></p> <p>Email received from resident noting that the sign was broken. Clerk reported via the online reporting system and informed resident how they can find this info.</p> <p><b>30/4/19 – still no sign. Chased</b></p>	Clerk	

<b>Public Open Space Matters</b>	<b>Actioned</b>	<b>Due Date</b>
Felling of Apple Tree to be replaced with Christmas Tree ordered Tree felled – awaiting planting of Christmas Tree 22/2/19 – chased planting of Christmas Tree	13 <sup>th</sup> Feb 2018	
Urgent treework identified by tree survey to be undertaken.		Oct 2018
Recreation Ground has large cracks across it from the weather. Many areas to be considered including risk assessments, communication with clubs, etc at meeting 8/10/18 15/10/18 – work carried out by Mel Pooley to the Rec including vertidraining, fertiliser, seed and sand. 30/11/18 – quotation received from Mel Pooley for work to be carried out during 2019 for consideration 4/1/19 – letters written to Football and Cricket clubs asking for money towards costs. 19/1/19 – response from Cricket Club to say they will not be contributing 11/2/19 – Clerk to set up meeting with the sports clubs	Full Council	

<b>Community-Led Plan</b>	<b>Actioned</b>	<b>Due Date</b>
Letter to be drafted to be sent to all community groups and businesses in the village to invite to a public meeting to start getting interest and input towards a new Community-Led Plan 13/2/18 – date set with Cllr Burns in order to send the letter out – 15/2/18 meeting set (21/3/18) 21/3/18 – Initial Community-Led Plan meeting held. Next meeting with volunteers to be held on 17 <sup>th</sup> April 3 subsequent meetings held – working well with draft questionnaire sorted 6/7/18 – draft questionnaire sent to all members of the team to approach 2 people to get their views on the questionnaire 20/7/18 – content for questionnaire sent to designer for ‘desgin’ 1/8/18 – draft design received – to be discussed at next meeting of the Community Plan group on 6/8/18 6/8/18 meeting held and amendments sent to designer for updates 27/9/18 – Questionnaire has gone to print 19/10/18 – Questionnaire delivered to all Longstanton properties and responses coming in 30/11/18 – paper copy deadline met. Only online submissions available now. 7/1/19 – online deadline extended to 13/1/19 as paper copies still being entered. 5/2/19 – paper copies still being entered but nearly at point to meet with group to look at data 4/3/19 – Meeting of clrs involved to look at initial information 11/3/19 – to be discussed at the council meeting 4/4/19 – met with Keystone Marketing to look at results from Questionnaire <b>29/4/19 – Presentation made by Cllr Mrs Brash-Hall and Clerk to Annual Parish Meeting</b>	Clerk & Community-Led Group	COMPLETE

<b>Community Matters</b>	<b>Actioned</b>	<b>Due Date</b>
<b>Village Events</b> <b>Longstanton Big Weekend – 28-30 June 2019</b> 21/1/19 – meeting held with volunteers and jobs assigned. New Facebook page for the event and more items to be added as time moves forward 25/2/19 – small meeting held, more events added and ideas of advertising discussed <b>7/5/19 – Open Air Cinema Tickets went on sale.</b>		

<b>Neighbourhood Watch</b> 28/11/18 – following agreed support from LPC, Cambridgeshire police held an event in Longstanton to help residents set up NHW in the village.	<b>NHW Co-Ordinator</b>	
<b>Longstanton Spice Museum</b> 3/1/19 – contact made with BBC who have confirmed who LPC need to contact for permission to create. 23/1/19 – contact made with Fremantle. 22/2/19 – chased Fremantle 3/19 – Cllr Mrs Brash-Hall has a friend who is looking in chasing Fremantle <b>7/5/19 – Clerk has chased Fremantle again</b>		
<b>Operation London Bridge</b> Clerk to obtain the necessary equipment in preparation for the above. – COMPLETE <b>Clerk to write up an Action Plan to include the Church in activities</b>		<b>ASAP</b>

<b>Cemetery Matters</b>	<b>Actioned</b>	<b>Due Date</b>
St Michaels churchyard – tree to be felled at back (leaning into neighbours property). Contractor will need to apply for permission as TPO on these trees 1/19 – order given to contractor 1/19 – application made to SCDC for work to be carried out in Conservation Area (on agenda for 11/2/19)	Clerk	ASAP

<b>Flood Action Group</b>	<b>Actioned</b>	<b>Due Date</b>
Meeting held 4/7/18 – members concerned that no maintenance has been done on the watercourse. Watercourse walk to take place on 12/7/18 12/7/18 – members walked the watercourse and produced a report showing areas of concern including debris, large amounts of vegetation and silt. 17/7/18 – Pat Matthews of SCDC has confirmed that seasonal work has commenced on the Longstanton watercourse including clearing of vegetation where it runs through agricultural land. The other hand clearing will take place in the Autumn/Winter (as normal) 9/18 – residents still concerned about debris in watercourse. D Cllrs have been copied into emails.		

## **Facebook**

500 likes (+7)

556 followers (+7)

**19-20/1 Election of Chairman**

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

**19-20/2 Election of Vice-Chairman**

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

**19-20/7 Finance Matters**

- a) To review and approve Section 1 'Annual Governance Statement 2018/19' of the Annual Governance and Accountability Return. *This has been provided to all councillors 1 week prior to the meeting for review and to allow questions to be raised if necessary. (appendix 1)*
- b) To review and approve Section 2 'Accounting Statements 2018/19' of the Annual Governance and Accountability Return. *This has been provided to all councillors 1 week prior to the meeting for review and to allow questions to be raised if necessary.*
- c) To receive an update on the financial position of the council from the Clerk.
- d) To receive the Internal Auditor report for 2018/19 following completion of the audit on 3<sup>rd</sup> May 2019 in the presence of Cllr delaMare-Lyon and to note any actions to be taken. *(appendix 2)*
- e) To consider the tenders received for the work to be carried out on the car park at the Recreation Ground.
- f) To consider applying for funding from the A14 Upgrade Scheme. *(appendix 3)*

**19-20/8 Review of Committees and Working Groups**

- a) To review the committees and working groups in place. *(appendix 4)*
- b) To consider the current Terms of Reference for each of these groups *(appendix 5)*
- c) To appoint members to the relevant committees and working groups as necessary

**19-20/10 Review and Adoption of Statutory Documents, Appointments and Policies**

This area of the meeting is as per the requirements of the current adopted Standing Orders: to consider the various documents and appointments for the parish council for the forthcoming 12 months or term of office depending on the item being discussed.

- a) To review, approve and adopt Standing Orders (SO5j ix) *(appendix 6)*
- b) To review, approve and adopt Financial Regulations (SO5j ix) *(appendix 7)*
- c) To appoint the Responsible Financial Officer (FR 1.8)
- d) To review and approve Councillors as bank signatories on all bank accounts (FR 6.4)  
It had been previously resolved that all Councillors are authorised signatories of the bank accounts for Longstanton Parish Council and have access to the online banking to be able to view the accounts. Currently the following councillors have access to the accounts:

Cllr Mrs Annmaria Brash-Hall

Cllr Steve Burns

Cllr Daniel delaMare-Lyon

Cllr Neil McPhater

Cllr Stephanie Ness

Cllr Mike Sinclair

Cllr John Street

Cllr Mrs Mandy Wilkins

**Recommendation:**

Add Cllrs Owen, Owens and Parvathala as signatories to the accounts.

- e) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR 6.9)

At the Annual Meeting held in May 2016, it had been agreed that the members of the Finance Committee be authorised to authorise payments online (BACS). This was supported again in both 2017 and 2018. These members are:

Cllr Steve Burns  
Cllr Daniel delaMare-Lyon  
Cllr Neil McPhater  
Cllr Stephanie Ness  
Cllr Mike Sinclair  
Cllr John Street

**Recommendation:**

No action to be taken unless membership of the Finance Committee changes.

- f) To consider and appoint the Internal Auditor for 2019/20 (FR 2.5)

Jacquie Wilson from Canalbs has carried out the Internal Audit this year for the first time.

**Recommendation:**

To continue to use Canalbs for the current financial year.

- g) To confirm the Council's ongoing eligibility to use the General Power of Competence (SO5j xii) (*appendix 8*)

- h) To agree meeting dates for full council meetings up to and including the next annual meeting of the Council (SO5j xxi) (*appendix 9*)

- i) Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii) (*appendix 10*)

**Review of Policies and Procedures**

- j) Risk Management Policy (FR 17) (*appendix 11*)

- k) Insurance Policy Renewal in respect of all insurable risks (FR 15)

- l) Review of the Council's Complaints Procedure (SO5j xvi) (*appendix 12*)

- m) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (SO5j xvii)

Work continues to be undertaken to ensure the council is compliant with new data protection legislation. (*appendix 13*)

- n) Review of the Council's policy for dealing with the Press and Media (SO5j xviii) (*appendix 14*)

- o) Review of the Council's employment policies and procedures (SO5j xix)

Policies currently held include:

Staff Recruitment Policy

Lone Working Policy

Equal Opportunities Policy

Dignity at Work

Grievance Policy and Procedures (*appendix 15*)

- p) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv) (*appendix 16*)

- q) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence (SO5j xx)

Summary of the S137 expenditure for 2018-2019:

Longstanton Limpers	£618.80
---------------------	---------

Over 60s Christmas Lunch	£400.00
--------------------------	---------

Magpas	£262.00
Relate Cambridge	£500.00
HomeStart	£1,300.00
Northstowe Sports & Wellbeing	£230.00
Northstowe Social Committee	<u>£625.00</u>
	<b>£3,935.80</b>

**19-20/10 Planning Matters (links to all planning applications can be found on the new website: [http://www.longstanton-pc.gov.uk/Planning\\_Applications\\_22977.aspx](http://www.longstanton-pc.gov.uk/Planning_Applications_22977.aspx))**

***Planning Matters – for comment***

- a) S/1285/19/TC - Treework at The Grange, St Michaels for Mr & Mrs Boscawen
- b) S/1013/19/FL - single storey rear extension at 4 Thatchers Wood, Longstanton for Mr & Mrs Meta
- c) S/0853/19/FL - AMENDMENT single storey rear extension at 28 Thornhill Place, Longstanton for Mr & Mrs Cornish
- d) S/1271/19/FL-detached single storey residential annex at 54 High St, Longstanton for Mrs Chow Tang
- e) S/1396/19/FL - revision of previously approved (garage conversion) (S/1792/16/FL) to form annexe extension and external alterations

***Northstowe Planning Matters for comment***

- f) S/1055/19/DC – Discharge of Condition 2 (materials) of planning permission S/3405/18/RM at Parcels H5 and H6 at Northstowe Phase 1
- g) S/1552/19/RM – Reserved matters for Strategic Landscaping Elements in relation to Northstowe Phase 2 following outline planning permission S/2011/14/OL at land south of Longstanton Road, Oakington & Westwick for Sisk & Son (Holding) Ltd

***Planning matters for information only***

- h) To note REFUSAL of S/0766/19/FL erection of a single self-build dwelling, garage, remodelled access and associated infrastructure at land at Oakdene, Station Road, Longstanton for Mr & Mrs West

***Northstowe Planning matters for information only***

- i) S/1476/19/NM – non-material amendment of planning permission S/3405/18/RM for the amendment to the bird box location plan at Bovis Homes, Northstowe Phase 1
- j) S/1489/19/NM – non-material amendment of planning permission S/0045/18/FL at Northstowe Proposed Development Site, Rampton Road, Northstowe Phase 2 for Homes England

**19-20/11 County Council Matters**

To receive the report from the County Councillor (*appendix 17*)

**19-20/12 District Council Matters**

- a) To receive the report from the two District Councillors – (*appendix 18*)
- b) To note the receipt of the Greater Cambridge Planning Policy update for May as sent via email to councillors.

**19-20/13 Northstowe Matters**

- a) To receive an update on Northstowe matters from the Community Project Officer.
- b) To consider the request by residents to set up a Sustainability Working Group.

**19-20/14 Council Administration Matters**

To approve the Annual Report for 2019 which will be included in the next issue of Longstanton Life at a cost of £140.00. Clerk to ask for quote for additional copies for Northstowe residents and extras.

**19-20/15 Highway and Footpath Matters**

- a) To receive any updates on the adoption of Home Farm roads and the Central Open Space.

- b) To consider the update on the purchase of bespoke A Frames for use in areas where parking is a problem, from Cllr Mrs Brash-Hall.

**19-20/16 Police Matters**

To receive an update on police matters from the Clerk.

**19-20/17 Motion to Exclude the Public and Press**

**19-20/18 Employment Matters**

To consider any recommendations from the Employment Committee with respect to the employment of the Clerk.

**19-20/19 Motion to Re-admit the Public and Press**

**19-20/20 Committee Matters**

The draft minutes for the Finance Committee held on 23<sup>rd</sup> April were circulated to members and are available on the website.

**19-20/21 Correspondence (for information only) (*appendix 19*)**

- Invitation to the Annual General Meeting for Fields in Trust
- A14 Cambridge to Huntingdon Improvement Scheme Monthly Newsletter- April/May 2019 (sent by email)
- CAPALC – VE Day 75<sup>th</sup> Anniversary 8<sup>th</sup> May 2020 (sent by email)

# Appendix 1

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2018/19

## LONGSTANTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/02/19      03/05/2019

JACQUELINE WILSON

Signature of person who carried out the internal audit

J Wilson

Date

03/05/19

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). *NO PETTY CASH TRANSACTIONS*

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### LONGSTANTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
		N/A	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman  
Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

WWW · LONGSTANTON · PC · GOV · UK

## Section 2 – Accounting Statements 2018/19 for

### LONGSTANTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
<b>1. Balances brought forward</b>	<b>602,743</b>	<b>610,517</b>	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>2. (+) Precept or Rates and Levies</b>	<b>94,630</b>	<b>103,228</b>	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>3. (+) Total other receipts</b>	<b>16,468</b>	<b>14,047</b>	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>4. (-) Staff costs</b>	<b>24,173</b>	<b>24,740</b>	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>5. (-) Loan interest/capital repayments</b>	<b>0</b>	<b>0</b>	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-) All other payments</b>	<b>79,151</b>	<b>90,973</b>	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=) Balances carried forward</b>	<b>610,517</b>	<b>612,078</b>	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8. Total value of cash and short term investments</b>	<b>601,030</b>	<b>607,632</b>	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
<b>9. Total fixed assets plus long term investments and assets</b>	<b>272,701</b>	<b>275,186</b>	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10. Total borrowings</b>	<b>0</b>	<b>0</b>	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i></p> <p><i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i></p>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

08/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

LONGSTANTON PARISH COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2018/19

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## **CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **LONGSTANTON PARISH COUNCIL**

County Area (local councils and parish meetings only): **SOUTH CAMBRIDGESHIRE**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on \_\_\_\_\_ **Monday 3<sup>rd</sup> June 2019**

and ending on **Friday 12<sup>th</sup> July 2019**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

**Signed:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

**Longstanton Parish Council**  
**Report from the Responsible Financial Officer**

Parish Council 2018/19 to the end of March 2019 (in £'s)

	General			Northstowe			Earmarked Reserves			Total					
	Actual YTD	Budget YTD	Variance	Budget	Forecast	Actual	Budget YTD	Variance	Budget	Forecast	Actual	Budget YTD	Variance	Budget	Forecast
<b>Receipts</b>															
Precept	94,434	94,434	0	94,434	94,434	8,794	8,794	0	8,794	8,794	0	0	0	103,228	103,228
Other Receipts	7,219	5,520	1,699	5,145	7,219	134	0	134	0	134	4,473	4,575	(102)	4,575	4,473
<b>Total Receipts</b>	<b>101,653</b>	<b>99,954</b>	<b>1,699</b>	<b>99,579</b>	<b>101,653</b>	<b>8,929</b>	<b>8,794</b>	<b>134</b>	<b>8,794</b>	<b>8,929</b>	<b>4,473</b>	<b>4,575</b>	<b>(102)</b>	<b>4,575</b>	<b>4,473</b>
<b>Expenditure</b>															
Staff Costs	(22,632)	(22,590)	(42)	(22,590)	(22,632)	(2,108)	(2,104)	(4)	(2,104)	(2,108)	0	0	0	(24,740)	(24,694)
Loan Interest/Capital Repayments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Payments	(77,454)	(94,122)	16,668	(92,253)	(77,554)	(2,605)	(5,002)	2,397	(6,872)	(2,505)	(5,451)	(6,830)	1,379	(6,830)	(5,451)
<b>Total Expenditure</b>	<b>(100,086)</b>	<b>(116,712)</b>	<b>16,626</b>	<b>(114,843)</b>	<b>(100,186)</b>	<b>(4,713)</b>	<b>(7,106)</b>	<b>2,393</b>	<b>(8,975)</b>	<b>(4,613)</b>	<b>(5,451)</b>	<b>(6,830)</b>	<b>1,379</b>	<b>(6,830)</b>	<b>(5,451)</b>
<b>Surplus/Deficit</b>	<b>1,567</b>	<b>(16,759)</b>	<b>18,326</b>	<b>(15,264)</b>	<b>1,467</b>	<b>4,216</b>	<b>1,688</b>	<b>2,527</b>	<b>(181)</b>	<b>4,316</b>	<b>(978)</b>	<b>(2,255)</b>	<b>1,277</b>	<b>(2,255)</b>	<b>(978)</b>
<b>Brought Forward Reserves</b>	<b>127,806</b>	<b>127,806</b>	<b>0</b>	<b>125,925</b>	<b>125,925</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>482,618</b>	<b>482,618</b>	<b>0</b>	<b>484,498</b>	<b>484,498</b>
<b>Allocation to Earmarked Reserves</b>	<b>(18,013)</b>	<b>(18,013)</b>	<b>0</b>	<b>(18,013)</b>	<b>(18,013)</b>						<b>18,013</b>	<b>18,013</b>	<b>0</b>	<b>18,013</b>	<b>18,013</b>
<b>Carried Forward Reserves</b>	<b>111,360</b>	<b>93,034</b>	<b>18,326</b>	<b>92,648</b>	<b>109,379</b>	<b>4,216</b>	<b>1,688</b>	<b>2,527</b>	<b>(181)</b>	<b>4,316</b>	<b>499,653</b>	<b>498,376</b>	<b>1,277</b>	<b>500,256</b>	<b>501,533</b>
<b>Reserves cover</b>											<b>0.0</b>	<b>0.5</b>			

#### Earmarked Reserves

Receipts	Expenditure	Surplus/ Deficit	Brought Forward Reserves	Allocation from General Reserves	Carried Forward Reserves	Council Minute for agreement
Home Farm	955	(5,300)	(4,345)	279,367	275,021	
S106	330	0	330	63,251	63,581	
Pavilion	3,000	0	3,000	0	16,183	18-19/118c
Youth Council	189	0	189	0	189	18-19/118c
Election	0	(151)	(151)	0	1,830	18-19/118c
Project Reserve	0	0	0	140,000	140,000	18-19/118c
<b>Total</b>	<b>4,473</b>	<b>(5,451)</b>	<b>(978)</b>	<b>482,618</b>	<b>18,013</b>	<b>499,653</b>

#### Budget Report

These notes should be read in line with the summary provided above. Minus figures in the variance column means we are better off than we expected, assuming LPC correctly forecast what the financial situation of the council would be. This report provides an overview of the Council's financial situation as at 31st March 2019.

#### Bank Reconciliation

Account Name	Current Int Rate	Statement Date	Sheet No.	Closing Balance	Notes
Current Account (Unity)	0.32%	04-Apr-19	99	2,262	
Home Farm Account (Unity)	0.32%	04-Apr-19	59	176,467	
S106 Account (Unity)	0.32%	04-Apr-19	59	3,621	
Optimum Card		31-Mar-19		278	
Current Account (CCLA)	0.76%	31-Mar-19		190,315	
Home Farm Account (CCLA)	0.76%	31-Mar-19		100,000	
S106 Account (CCLA)	0.76%	31-Mar-19		60,000	
Reserves Account (CCLA)	0.76%	31-Mar-19		75,000	
<b>Total</b>				<b>607,943</b>	
Less unpresented cheques				311	
Plus receipts not banked/cleared					
<b>Balance as per cash book</b>				<b>608,255</b>	

#### Debtors

Account	Total	30 days	60 days	90 days +
Pavilion	1,875	375	375	1,125
<b>Total</b>	<b>1,875</b>	<b>375</b>	<b>375</b>	<b>1,125</b>
Provision		25%	50%	100%
<b>Total</b>	<b>(1,406)</b>	<b>(94)</b>	<b>(188)</b>	<b>(1,125)</b>
<b>Debt</b>	<b>469</b>	<b>281</b>	<b>188</b>	<b>0</b>

#### Creditors

The total of outstanding creditor invoices were £7,401.68 - all of these invoices will be presented to the Finance Committee on 23rd April 2019.
--

*Mrs Libby White PSLCC*

Responsible Financial Officer to Longstanton Parish Council

## Appendix 2

### Canalbs Ltd Independent Qualified Internal Audit Checks

Longstanton Parish Council year end 2019

#### CHECKING PURCHASES

<b>Question to check</b>	<b>What needs to be reported?</b>
Is there evidence that all procedures are still being undertaken correctly?	satisfactory
Any issues?	
Reclaimed the VAT?	

#### CHECKING EMPLOYMENT

<b>Question to check</b>	<b>What needs to be reported?</b>
Are Annual Returns made to HMRC?	
When were employee contracts last reviewed?	
When were job descriptions last reviewed?	
When was the staff grievance procedure last reviewed?	
When was the last staff appraisal undertaken?	
Have Council introduced new pension scheme?	

#### CHECKING ETHICAL FRAMEWORK

<b>Question to check</b>	<b>What needs to be reported?</b>
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	
Has the Chairman signed as Chair?	
Is the Register of Interests Book up-to-date?	
Is there evidence it is regularly monitored and correctly completed?	
Have all documents pertaining to previous elected councils and councillors been destroyed?	
Is there evidence that councillors are declaring interests at meetings?	
When declaring “prejudicial” interests are councillors leaving the meeting?	
Dispensation Grant Policy	

#### CHECKING INSURANCE

<b>Question to check</b>	<b>What needs to be reported?</b>
Do they have current insurance policy and with whom?	Up for renewal
Public Liability	
Fidelity Guarantee	
Employer's Liability	
Sufficient cover for all assets on register?	
Any other insurance requirements	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING AGENDAS

<b>Question to check</b>	<b>What needs to be reported?</b>
Is there evidence that correct procedures are still in place?	
Is an approved copy kept signed by chairman?	
Was the Annual Meeting of Parish Council held in May?	
Is the 1 <sup>st</sup> item on Annual Meeting the election of the Chair?	
Was the Annual Parish Meeting held between 1 <sup>st</sup> March and 1 <sup>st</sup> June?	
If there is an item for “Matters Arising” is there evidence it used legally?	

## CHECKING MINUTES

<b>Question to check</b>	<b>What needs to be reported?</b>
Is there an official signed Minute Book?	
Are each set initialled and signed?	
Is there sequential numbering in ringbinder?	
Does decision making comply with Standing Orders?	
Are Minutes verbatim reports?	
Evidence of declaration of interests?	
Evidence of public participation?	
Evidence of council approval of all payments?	
Evidence that planning applications are considered in public meetings?	
Evidence of a S.137 decision?	

## ENGAGING CONTRACTORS

<b>Question to check</b>	<b>What needs to be reported?</b>
Evidence they seek Best Value	w.i.p.
Evidence they check that the proposed contractor has their own	
Public Liability Insurance	
Relevant qualification to undertake job	
Certificates – if required	
Own equipment regularly checked	
Observes H & S at work regulations	
Councillors not being paid to undertake work for the council?	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING LEGISLATION REQUIREMENTS

<b>Question to check</b>	<b>Yes/No</b>	<b>What needs to be reported?</b>
Is there evidence in the Minutes that these are regularly monitored and updated when required?		Satisfactory
Asset Register		
Risk Management Policy		
New Freedom of Information Publication Scheme under GDP Regulations?		
Data Protection Register		
Standing Orders		
Financial Regulations		
Disability Access Policy		
Fire Certification for buildings		
Grievance Procedure		
Archive Policy		
Any other Policies?		

## CHECKING RISK MANAGEMENT & ASSET CONTROL \*

<b>Question to check</b>	<b>What needs to be reported?</b>
Scan Minutes for unusual financial activity	None found in spot check
Review Asset Register & compare with insurance schedule	Up for renewal
Check security for GDPR *	satisfactory
Risk Assessment:	
Do checks compare to Risk Mgmt Policy	
Is there evidence of a robust monitoring process?	
What is system for action on reports?	
What system picks up failure in assessment process?	

## CHECKING VAT

<b>Question to check</b>	<b>What needs to be reported?</b>
Is the council registered to charge VAT?	
If yes – are they charging it?	
Are VAT claim forms being completed regularly?	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING BUDGETS AND BUDGETARY CONTROL

<b>Question to check</b>	<b>What needs to be reported?</b>
What was the year's precept request?	£103,228
Precept request justified with Budget ?	Yes
Is it approved by the whole council?	Yes
Is a formal budget prepared?	
Does it reflect sufficient detail of assets?	Yes
Is it approved by the whole council?	Yes
Is Section 137 set and within limits?	n/a
Level of General Reserves?	£109,000
Level of Earmarked Reserves?	£503, 045 incl 106 for home farm
Is there evidence in minutes that these are still “live” projects?	Yes
Evidence of Budgetary Control Statements?	Yes

## CHECKING BOOK-KEEPING & BANK

<b>Question to check</b>	<b>What needs to be reported?</b>
S.137	n/a
Is it recorded correctly in Cash Book?	Ys
Is annual expenditure within limits?	
Is each bank account regularly reconciled?	
Cash Book	
Is it up to date and correct with a “hard copy”?	
Are all payments supported by Invoices/receipts Authorised Minuted	Yes Yes Yes Yes
Income Is it properly recorded & analysed? Is it promptly banked? Have fees been charged at correct rate?	Yes Yes Yes

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING YEAR END FIGURES & RETURN

<b>Question to check</b>	<b>What needs to be reported?</b>
Do Year End Accounts agree with Cash Book?	Yes
Does Bank Reconciliation agree with Accounts?	Yes
Evidence in Minutes of council approval of end of year accounts?	Will be signed at May meeting
Have Sections 1 & 2 of Annual Return Form been completed in accordance with Accounts?	Will be signed at May meeting
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return?	Will be signed at May meeting
Evidence in Minutes of council receiving IIA report?	Will be signed at May meeting
Evidence in Minutes of council receiving report from External Auditor?	Will be signed at May meeting
Will the completed Annual Return be posted on the noticeboard?	yes
Do they understand the correct public inspection period which has to be given?	yes

## DEFIBRILLATORS

Has the Parish Council bought or received a donation of one?	All sorted
Is there one sited on Parish Council property/land?	
Is there evidence that it has been registered with Ambulance Service?	
If not – how is access gained and monitored?	
What evidence is there of regular safety check inspections?	
Has the insurance company been notified?	
Is the model owned suitable for use for children?	

## CHECKING GENERAL POWER OF COMPETENCE

<b>Question to check</b>	<b>What needs to be reported?</b>
Are they using the General Power of Competence? Do qualifications still apply?	Yes

## CHECKING ALLOTMENTS

<b>Question to check</b>	<b>What needs to be reported?</b>
Do they own allotments?	no
Do they have adequate records of tenants?	
Do they have public liability insurance?	
How do they collect rental – cash policy?	
Have they got maintenance budget?	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING PLAYGROUND MANAGEMENT

<b>Question to check</b>	<b>What needs to be reported?</b>
Do they own playground?	Yes
Is it professionally inspected annually?	Yes
Do they have public liability insurance?	Yes
Do they have written risk management policy?	w.i.p
Sufficient written evidence of regular inspections?	Yes
Written follow-up procedure for reported faults?	Robust
Have they got sufficient maintenance budget?	Yes

## CHECKING - ARE THEY A BURIAL AUTHORITY

<b>Question to check</b>	<b>Yes/No</b>	<b>What needs to be reported?</b>
Are they a burial authority?	Yes	
If yes:		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		
Do they have burial records?		
Do they have up-to-date plan of site?		
Have they got maintenance provision in budget?		
If no:		
Are they responsible for Closed Churchyard?		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		

## GENERAL DATA PROTECTION REGULATIONS May 2018

<b>Questions to check</b>	
Has anyone attended training?	Yes
What preparations have been undertaken?	Yes
Has a Data Protection Officer been appointed?	Cpalc
Do all councillors have a dedicated council email address?	Yes
Are they advertised on the website?	Yes
Privacy Notices in place for all communications?	Yes
ICO Information request procedure registered and updated?	Yes
How is retained personal data stored?	Securely
Monitoring procedure in place for all data stored?	w.i.p
Does the Council have data breach insurance?	w.i.p

## Appendix 3

<b>Parish Council Represented</b>	
<b>Applicant Name</b>	
<b>Applicant email</b>	
<b>Applicant phone number(s)</b>	Landline – Mobile -
<b>Application priority</b>	1 / 2 / 3

**Application short summary**

--

**A few basic questions – please answer**

What percentage of village residents with benefit from this improvement?	%
Which age group(s) from the village will benefit?	0-10 / 11-18 / 18-65 / 65+
Will any neighbouring villages benefit?  If yes please specify.	Yes / No
Has this nomination been part of a previous LHI application?  If yes please attach to your email.	Yes / No
Do you have three quotes for the work proposed?	Yes / No (see below)

# Parish Council Structure

**From:** Libby White, Parish Clerk to Longstanton Parish Council  
**Date:** 9<sup>th</sup> May 2019

---

Below shows the structure of Longstanton Parish Council:



### Charities

Longstanton Village Institute  
Allotments for Public Stone and Clay (Gravel Pit)  
Longstanton Recreation Ground

Longstanton Parish Council is sole trustee for the above 3 charities, therefore, all Councillors are, by default, members of these.

### Recommendation

There are currently 4 members of the employment committee  
There have been 5 councillors and the clerk working on the Village Events Working Group. Open to new members.

There are also Cllrs who are first point of contact for various concerns. Suggest they are as follows:

Highways – Cllr delaMare-Lyon  
Police – Cllr Mrs Brash-Hall  
Football Club – Cllr Owens and Cllr Mrs Wilkins  
Cricket Club – representatives needed  
Tennis Club – Cllr Mrs Brash-Hall and Cllr Burns  
Bowls Club – Cllr McPhater and Cllr Street

## GENERAL TERMS OF REFERENCE – ALL COMMITTEES AND WORKING PARTIES

(Adopted on 9<sup>th</sup> March 2015)

**The Council's Standing Orders will apply to all Committees.**

**Each Committee will have a maximum of 10min public session at the beginning of each meeting.**

The Terms of Reference of all committees and working parties are subject to the following reservations:

- a) That powers be exercised in accordance with any policy adopted or directions given by the Parish Council.
- b) That powers be subject to the Council's Standing Orders and Financial Regulations.
- c) That any unresolved differences between Committees/Parties will be referred to Full Council for determination.
- d) That any proposal that involves any major change in the existing policies approved by Council shall be submitted to the Parish Council for approval.
- e) Day to day management of Council matters rest with the Parish Clerk.
- f) Urgent and emergency matters may be dealt with as they arise by the Parish Clerk in consultation with the Committee/WP Chairman (or in his/her absence Vice-Chairman) and Chairman of the Parish Council and reported at the next appropriate Committee or Full Council meeting.
- g) Committees will bring to the attention of the Parish Council any matters being pursued by other local authorities / statutory / voluntary or other bodies which may have a beneficial or detrimental effect on Longstanton.
- h) All meetings will aim to commence no later than 7.30pm and aim to close no later than 9.30pm.
- i) Guest speakers should normally be limited to one per meeting with a time limit placed upon them.
- j) There will be a 10 minute public session with members of the public being able to speak on items on the agenda only. Public participation during the meeting is at the discretion of the Chairman and with the approval of the members of the committee.
- k) Committees will respond with critical appraisals to Minutes / Reports / documentation received from SCDC/CCC or other bodies that have been brought to the Council's / Clerk / individual Councillors or member of the public's attention, that may have an adverse or beneficial effect on Longstanton.

### Delegation of Authority to Sub-Committees

- a) Where a function within the terms of reference of a Committee has been further delegated to a sub-committee, the sub-committee will report their findings/recommendations back to the appropriate Committee or Parish Council as directed.

# **EMPLOYMENT COMMITTEE**

## **Terms of Reference**

(Adopted on 13<sup>th</sup> April 2015)

### **Delegated Powers**

The committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the full council as necessary. In cases of emergency that will not wait until the next council meeting, the Committee will have full powers to act on behalf of the Council.

1. The Committee will be elected annually at the Annual Meeting of the Parish Council.
2. The Employment Committee shall consist of not less than **four** councillors appointed by the Parish Council.
3. The quorum for the Committee will be three and will, if at all possible, be balanced for gender and ethnicity considerations.
4. The Committee will meet at least twice a year.
5. The Committee may co-opt any person with relevant professional experience in an advisory capacity but such member(s) will not have voting rights and are subject to item 6 below in the same way as councillors.
6. The Committee may, if such employment circumstances arise, engage a solicitor or other professional on the Council's behalf. When this action is taken then it must be reported to the next full council meeting.
7. All members must preserve confidentiality of discussions held at meetings under the confidential section.
8. The Committee will be responsible for employment issues as follows:
  - a) To consider terms of employment, job description, employment contract and salary scale for any employed post to Longstanton Parish Council and present a final draft to the Council for consideration and approval. Taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks.
  - b) To advertise, select and interview any person(s) considered for employment by the Council and to make a recommendation, as to the suitability of the applicant(s), to the Council based on the interviews conducted. Using the model specimen documents and advice provided by the Society of Local Council Clerks and the National Association of Local Councils.
  - c) To carry out an Annual Appraisal for each employee. A recommendation, based on this appraisal, will be made to the Council with regard to any pending annual increment for the next financial year.
  - d) To consider any amendments to the Contract of Employment and Job Description as put forward by either the Council, the Employee or any professional body (NALC, SLCC, etc.) and recommend to the Council any action considered necessary.
  - e) To investigate any complaint relating to any employee of the Council and take any action necessary and report to the Council, taking into account the need to preserve the principle of

natural justice and to be mindful of the requirement of the Employment Act 2002 (Dispute Resolutions) Regulation 2004.

- f) To consider any employee grievances in accordance with any policy laid down by the Council in its employment policies.
  - g) To consider all Health & Safety aspects in relation to the Council's role as an employer and ensure that the Council complies with the appropriate arrangements including risk assessments.
  - h) To ensure that all employees are paid in accordance with their contracts.
9. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.

## **FINANCE COMMITTEE**

### **Terms of Reference**

(Adopted on May 2016)

#### **Delegated Powers**

The primary objective of the Committee is to assist the Parish Council in overseeing those proper financial management, financial risks, management strategy, audit, policy, receipts and payment transaction matters and the preparation of the annual budget, as delegated to it by the Council, and reviewing and making recommendations on major financial transactions, the annual budget and precept to the Council.

1. The Committee shall entirely consist of Councillors<sup>1</sup> and will be appointed at the Annual Meeting of the Council.
2. Committee vacancies occurring during the year may be filled by appointment by the Council.
3. The Committee shall consist of not less than **six** councillors of which the quorum will be three.
4. The Chairman and Vice-Chairman of the Council are ex-officio member of all committees and shall not having voting rights unless they are appointed to the committee.
5. The Chairman and Vice-Chairman of the Committee shall be appointed at the first meeting of the Committee during the municipal year and shall be appointed by the Parish Council at its annual meeting.
6. The Committee may establish sub-committees and working groups, and to appoint advisors as and when necessary to assist in its work.
7. The Committee will meet **once a month**.
8. The Committee will be responsible for financial issues as follows:
  - a) To regulate, manage and control the finance and resources of the Parish Council, including the recommendation to Council of the annual budget and precept within the Council's Financial Regulations.
  - b) Receive regular monitoring reports (at least quarterly) on levels of income and expenditure in accordance with authorised budgets.
  - c) Provide guidance to Committees and Council on overall levels of income and expenditure.
  - d) Consider recommendations from the Employment Committee on the level of staffing resources to the Council together with matters relating in terms and conditions of employment and consider how these can be met from the Council's resources. Making recommendation to the Council as appropriate.
  - e) Consider and make recommendations to Council regarding use, upkeep, leases, rents and fees for any facilities/buildings provided by the Council.
  - f) Ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information.
  - g) Ensure the preservation of probity and good financial and other practices within the Council.
  - h) Review the Financial Regulations and ensure they are observed by the Council making recommendations to the Council as appropriate for any updating.

<sup>1</sup> Local Government Act 1972, s102(3)

- i) Oversee the financial administration of the Council.
  - j) Maintain the Financial Planning system including the determination of budgets.
  - k) Monitor performance against budgets and taking any necessary action.
  - l) Monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations
  - m) Receive and review Audit Reports and arrange for implementation of any recommendations.
  - n) Develop, maintain and monitor the policy on the management of reserves.
  - o) Undertake spot checks on the books of accounts, and reconciling the books of accounts to the bank account statements.
  - p) Consider and take appropriate action on all reports arising from both internal and external auditors.
  - q) Take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
  - r) Shall make recommendations and reports to the Council on financial matters on a regular basis and in any event, when such reports or recommendations are requested by Council.
  - s) Shall have at all times due regard for the Parish Council's Standing Orders and Financial Regulations.
  - t) Oversee any investigation of activities that are within its terms of reference and shall consider management's response.
  - u) Annually review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations to the Council.
9. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.

## **LONGSTANTON FLOOD ACTION WORKING GROUP**

### **Terms of Reference**

(Adopted on 14<sup>th</sup> March 2016)

The primary objective of the Working Group is to assist Longstanton Parish Council keeping Longstanton village and parishioners' homes flood free.

1. The Working Group will be made up of Longstanton Residents who have been affected by flooding, or those interesting in helping the Group in their objective, but may not have been flooded themselves.
2. The Working Group shall consist of not less than **four** members.
3. The quorum for any meeting of the Working Group will be **three**.
4. The Working Group will meet a minimum of 4 times per annum.
5. Mr Dave Dalton will act as Chairman of the Working Group.
6. Mrs Jane Stoner will act as Secretary of the Working Group.
7. Should Mr Dalton not be available for a meeting, a Chairman will be elected from attendees.
8. The Working Group will be responsible for the following:
  - a) To obtain affiliation with the National Flood Forum.
  - b) To carry out routine walks of the village water courses to look for potential problems to be reported to any of the relevant agencies.
  - c) To liaise with the Parish Clerk with any information or requests for SCDC and County Council.
  - d) To report to Longstanton Parish Council after each Flood Group meeting with updates the progress of the Group and for any requests to be made.
  - e) Longstanton Parish Council will support the Flood Action Working Group where possible.

## **PAVILION WORKING GROUP**

### **Terms of Reference**

(Adopted on 13<sup>th</sup> May 2019)

The primary objective of the Working Group is to assist the Parish Council in reviewing the ongoing needs of the Pavilion and making recommendations to Full Council on matters relating to the amenities as they affect the Parish and residents of Longstanton.

1. The Working Group will be elected annually at the Annual Meeting of the Parish Council.
2. The Working Group shall consist of not less than **five** councillors appointed by the Parish Council.
3. The quorum for the Working Group will be **three**.
4. The Working Group will meet at least 4 times a year.
5. The Working Group will be responsible for the following:
  - a) To liaise regularly with the tenants of the Pavilion.
  - b) To ensure that the terms of the Tenancy at Will/Lease are being adhered to.
  - c) To consider ongoing maintenance of the facilities as required.
  - d) To liaise with the other Council Committees and local community groups on any Recreation Ground events.
  - e) To consider any other matters which may be referred by the Parish Council.
6. Expenditure outside delegated budget to be agreed by the Parish Council.
7. The Terms of Reference under which this Working Group operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.

## **VILLAGE EVENTS WORKING GROUP**

### **Terms of Reference**

(Adopted on 9<sup>th</sup> May 2016)

The primary objective of the Working Group is to assist the Parish Council in co-ordinating village events which will be for the benefit of the parish, as delegated to it by the Council and reviewing and making recommendations on potential events to be held.

1. The Working Group will be elected annually at the Annual Meeting of the Parish Council.
2. The Village Events Working Group shall consist of not less than **three** councillors appointed by the Parish Council.
3. Working Group vacancies occurring during the year may be filled by appointment by the Council.
4. The Working Group will meet at least 4 times a year.
5. The Working Group may co-opt others onto the Working Group if required. Non-Councillors will not have voting rights.
6. The Working Group may ask for help from volunteers but must ensure that they are covered with regard to Health and Safety issues. The Working Group recognises that the Council has a duty of care to the participants of the event.
7. The Working Group may recruit, supervise and support volunteers for any given event.
8. The Working Group will be responsible for the following:
  - a) To suggest and recommend events for approval by the Council.
  - b) To organise and run village events, with approval of the Council, to the benefit of the village.
  - c) To receive income and spend up to any amount agreed by Council in its annual budget for village events.
  - d) To ensure all relevant Health and Safety requirements are covered.
  - e) To carry out appropriate risk assessments when planning events and ensure they are adhered to at the event.
  - f) To secure any licenses or other permits as may be required for any event organised.
9. The Terms of Reference under which this Working Group operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.

## Appendix 6



### LONGSTANTON PARISH COUNCIL

#### Standing Orders (Based on the NALC Model Standing Orders 2018)

**Adopted: 14<sup>th</sup> May 2018**

Amended:  
13<sup>th</sup> May 2019 Min item 19-20/9a

# Model Standing Orders

(adopted at the Council Meeting 14<sup>th</sup> May 2018)

## 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.
- j Subject to standing order 1(k) below, 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 of 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. in exercise of a right of reply.
- p During the debate of 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 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 understanding order 1(r) above, 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 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) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3) Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i **[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.**
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- ●
  - i 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) below 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 3 hours.

## 4) Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, 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 2 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 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 new 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 assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies procedures and practices in respect of its obligations under freedom of information and data protection *legislation* (see also *standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence;
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6) Extraordinary meetings of the Council, committees and sub-committees**

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

meeting within 5 days of having been requested by to do so by 2 members of the committee (or the sub-committee), any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of a committee (or a sub-committee).

## **7) Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8) Voting on appointments**

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

## **9) Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so it can be understood, in writing, to the Proper Officer at least 4 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 their 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 a 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 the 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 orders 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.
- 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) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 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; or
  - 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) above 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 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 they have 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 Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
  - xvi. manage access to information about the Council via the publication scheme; and
  - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- (See also *standing order 23*).

## **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:
  - ii. the Council's receipts and payments (or income and expenditure) for each quarter;
  - iii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iv. 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 42 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 a 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 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 by 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 the Council or appointed 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 Employment Committee or, if he is not available, the vice-chairman (if there is one) of the Employment Committee of absence occasioned by illness or other reason and that person shall report such absence to the Employment Committee at its next meeting.
- c The chairman of the Employment Committee or in his absence, the vice-chairman with another member of the Employment Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employee(s). The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Employment Committee.
- 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 Council or in his absence, the vice-chairman of the Council (if there is one) 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 an employee 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 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.** As we fall in between the Smaller Authorities (Transparency Requirements) England Regulations 2015 for councils with a gross income or expenditure which does not exceed £25,000 and the above regulations (as stated in bold) we will continue to publish everything as per councils with an expenditure that exceeds £200K.

## **21) Responsibilities under data protection legislation**

(below is not an exclusive list)

*See also standing order 11.*

- a **The Council shall 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 22(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 representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

## 25) Restrictions on councillor activities

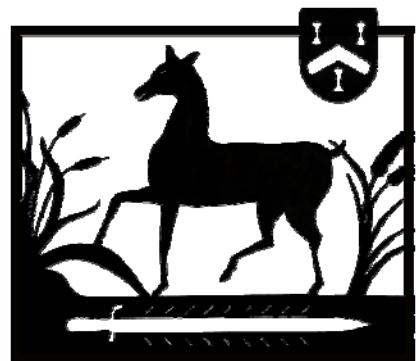
- a. Unless duly authorised, no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 26) Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, 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 two-thirds of the 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.

**18**

<b>Status</b>	<b>Date</b>	<b>Version</b>
Drafted by Libby White, Clerk	April 2018	2.0
Draft to Council for Debate	14 <sup>th</sup> May 2018	
Council Approved	14 <sup>th</sup> May 2018	
Amendments: items 15b ix, 17(d)(ii), 18(c) and 21	May 2019	2.1
Draft to Council for Debate	13 <sup>th</sup> May 2019	
Council Approved		



## LONGSTANTON PARISH COUNCIL

### FINANCIAL REGULATIONS

BASED ON THE NALC MODEL REGULATIONS 2014  
(amended January 2016)

**Approved 8<sup>th</sup> September 2014**

Amended  
11<sup>th</sup> May 2015 Min item 15-16/8

Amended  
12<sup>th</sup> September 2016 Min item 16-17/89b

Amended  
8<sup>th</sup> May 2017 Min item 17-18/11b

Amended  
14<sup>th</sup> May 2018 Min item 18-19/10b

# **LONGSTANTON PARISH COUNCIL FINANCIAL REGULATIONS**

## **INDEX**

1.	GENERAL .....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	5
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	6
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	8
7.	PAYMENT OF SALARIES .....	10
8.	LOANS AND INVESTMENTS .....	11
9.	INCOME .....	11
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	12
11.	CONTRACTS .....	12
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	14
13.	STORES AND EQUIPMENT.....	14
14.	ASSETS, PROPERTIES AND ESTATES.....	14
15.	INSURANCE .....	15
16.	CHARITIES .....	15
17.	RISK MANAGEMENT .....	15
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	16

These Financial Regulations were adopted by the Council at its Meeting held on 8<sup>th</sup> September 2014.

## **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 Orders<sup>1</sup> 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;
  - 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;

---

<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 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 Smaller Authorities in England* issued by the Joint Panel on Accountability and Governance (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. The RFO must each year, by no later than November, 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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 the Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the 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 Council meetings will have a header 'Financial Matters' for times when the Finance Committee has been unable to meet. Should this occur, the rules for the approval of payments by the Finance Committee shall apply for the Council.
- 5.4. 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.
- 5.5. 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 Finance Committee meeting.
- 5.6. The 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 the Finance Committee, where the 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 the Finance Committee;
  - b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee; or
  - c) fund transfers within the Council's 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 the Finance Committee.
- 5.7. For each financial year the 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 the Finance Committee.
- 5.8. A record of regular payments made under 5.7 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.

- 5.9. 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.
- 5.10. 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.
- 5.11. 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.
- 5.12. 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 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 the Finance 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 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 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 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 email 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 members of the Finance Committee. 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 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 Finance Committee. Transactions and purchases made will be

reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.

- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff can be used under extreme circumstances with approval from the Chairman or Vice-Chairman.
- 6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## 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.
- 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 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 before the end of November, 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 Managing 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 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 Regulations<sup>2</sup>.
- 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)<sup>3</sup>.
- 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 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 Order 18<sup>4</sup> 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 £100 the Clerk or 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

<sup>2</sup> 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.

<sup>3</sup> Thresholds currently applicable are:

for public supply and public service contracts €209,000 (£164,176)  
for public works contracts €5,225,000 (£4,104,394)

<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

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 (PUBLIC WORKS CONTRACTS)**

- 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.

## **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 Reg. 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 Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. 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.
- 15.4. 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 managing trustee of a charitable body the Clerk and 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 and 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 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 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.

\* \* \*

Document History		
Status	Date	Version
Drafted by Libby White, Clerk	August 2014	1.0
Draft to Council for Debate	8 <sup>th</sup> September 2014	
Council Approved	8 <sup>th</sup> September 2014	
Amendment made – item 5.2	April 2015	1.1
Draft to Council for Debate	11 <sup>th</sup> May 2015	
Council Approved	11 <sup>th</sup> May 2015	
Amendments made to items 6.4, 11.1.b, 11.1.c and 12	24 <sup>th</sup> August 2016	1.2
Draft to Council for Debate	12 <sup>th</sup> September 2016	
Council Approved	12 <sup>th</sup> September 2016	
Amendments made to items 5.3 and 5.4	2 <sup>nd</sup> May 2017	1.3
Draft to Council for Debate	8 <sup>th</sup> May 2017	
Council Approved	8 <sup>th</sup> May 2017	
Amendments made to items 1 after 1.15, 5.6a and b, 5.7, 5.8, 6.2, 6.15, 8.3 and 11.1a.v.	13 <sup>th</sup> April 2018	1.4
Draft to Council for Debate	14 <sup>th</sup> May 2018	
Council Approved	14 <sup>th</sup> May 2018	

## Longstanton Parish Council

---

***The following guidance on the General Power of Competence is obtained from the SLCC Advice Note on The Localism Act 2011: The General Power of Competence.***

### **The General Power of Competence**

Section 1 of the Localism Act 2011 provides for a new General Power of Competence for councils in England. The General Power replaces the Power of Well-being provided under section 2 of the Local Government Act 2000<sup>1</sup>. The General Power is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012<sup>2</sup>.

### **The General Power**

Section 1 of the Act says that a local authority has power to do anything that individuals generally may do (s 1(1)).

A 'local authority' includes principal councils in England and 'eligible parish councils' (see 'Eligibility' below), but not local authorities in Wales.

An 'individual' means an individual with full capacity, i.e. a sane adult (s 1(3)).

The power includes the power to do an act anywhere in the United Kingdom or elsewhere; and the power to do it for a commercial purpose or otherwise for a charge, or without charge; and the power to do it for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area (s 1(4)).

It is not limited by the existence of any other power of the authority which (to any extent) overlaps the general power (s 1(5)), nor is any such other power limited by the existence of the general power (s 1(6)).

But there are boundaries to the general power (set out in section 2), and limits on charging (s 3), and on doing things for a commercial purpose (s 4).

<sup>1</sup> Schedule 1 to the Localism Act 2011 repeals and replaces the Power of Well-being in England and came into force on 4 April 2012. However, under transitional provisions set out in SI 2012/1008, a council which was eligible to use the Power of Well-being on 4 April 2012 may continue to use the Power of Well-being until the end of the day of its next annual meeting in a year of ordinary elections (and after that day it may do so for the purpose of completing any activity which it has undertaken in the exercise of the Power of Well-being, but not completed before the day of the meeting). If a council ceases to meet the Power of Well-being eligibility criteria before the date of its next annual meeting in a year of ordinary elections, the transitional arrangements in SI 2008/3095 apply, and the council will only have the power to complete any activity which it has undertaken in the exercise of the Power of Well-being, but not yet completed. Forward-thinking councils will take steps now to ensure that they meet the eligibility criteria for the General Power of Competence as soon as they can.

The Power of Well-being provisions remain in force for community councils in Wales (see section 126 of the Local Government (Wales) Measure 2011, which amends the LGA 2000 Power of Well-being provisions).

<sup>2</sup> SI 2012/965

If your council is planning to use the general power, you will need to familiarise yourself with sections 1 to 8 of the Act and any secondary legislation which may apply.

## **Eligibility**

To qualify as an “eligible parish council”, a parish council in England must meet conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. This Order says that, to be eligible to use the General Power of Competence, parish councils must meet the following conditions:

- 1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions in paragraph 2 below.*
- 2.- (1) At the time a resolution under paragraph 1 is passed—*
  - (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council<sup>3</sup>;*
  - (b) the clerk to the parish council holds—*
    - (i) the Certificate in Local Council Administration;*
    - (ii) the Certificate of Higher Education in Local Policy;*
    - (iii) the Certificate of Higher Education in Local Council Administration; or*
    - (iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and*
  - (c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a certificate of a description mentioned in paragraph (b).*
- (2) For the purposes of this paragraph “relevant training” means training—*
  - (a) in the exercise of the general power;*
  - (b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils and Commission for Rural Communities, as revised from time to time<sup>4</sup>.*

If a parish council resolves that that it meets the prescribed conditions, it shall be an eligible parish council for the duration of the eligibility period, i.e. it shall be eligible to use the General Power from the time that the resolution is passed until the day of the next annual meeting of that parish council (held after the resolution is passed) that takes place in a year of ordinary elections (the ‘relevant annual meeting’).

If, at the relevant annual meeting, the parish council does not pass a (further) resolution that it meets these eligibility criteria, it ceases to be an eligible parish council, but a transitional provision specifies that the council shall continue to be an eligible parish council for the

<sup>3</sup> “Elected” councillors includes councillors who were elected unopposed. Councillors who were co-opted or appointed as councillors are not included, however, as they have not stood for election.

<sup>4</sup> Clerks who already hold CiLCA and received their training in the power of well-being rather than in the new General Power of Competence must complete the new CiLCA section 7 module and sit the assessment to meet this condition.

purpose of completing any activity undertaken in the exercise of the general power but not completed before of the day of that meeting.

The resolution that the council meets the prescribed conditions cannot be delegated to a committee or sub-committee.

## **Conclusion**

Longstanton Parish Council satisfies all the condition as:

1. It has 9 out of 11 councillors elected
2. The Clerk of the Council holds both the Certificate in Local Council Administration (CiLCA)
3. The Clerk of the Council has passed the CiLCA module on the general power of competence (attached).

## **Recommendation**

It is recommended that the members consider this report and pass the following resolution:

*“Longstanton Parish Council resolves from 13<sup>th</sup> May 2018, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011, that the Council continues to hold the General Power of Competence”.*



The National Training Strategy  
for Town & Parish Councils



## Certificate in Local Council Administration

### Section 7, general power of competence

This is to certify that,

Libby White

Has attended training on the general power of  
competence

Date

23<sup>rd</sup> April 2014

*Frank Johnston*  
L.L.B (Hons). Barrister-at-Law  
CHIEF VERIFIER, CiLCA

## 2019-20 Meeting Dates

All meetings to be held at Longstanton Village Institute (Longstanton VI),  
24 High Street, Longstanton CB24 3BS

Date	Meeting Type	Venue	Time
<b>May</b>			
13 <sup>th</sup> May	Annual Meeting of the Council	Longstanton VI, Main Hall	7.30pm
21 <sup>st</sup> May	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>June</b>			
10 <sup>th</sup> Jun	Full Council	Longstanton VI, Main Hall	7.30pm
25 <sup>th</sup> Jun	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>July</b>			
8 <sup>th</sup> Jul	Full Council	Longstanton VI, Main Hall	7.30pm
23 <sup>rd</sup> Jul	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>August</b>			
19 <sup>th</sup> Aug	Planning Meeting	Longstanton VI, Main Hall	7.30pm
20 <sup>th</sup> Aug	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>September</b>			
9 <sup>th</sup> Sep	Full Council	Longstanton VI, Main Hall	7.30pm
24 <sup>th</sup> Sep	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>October</b>			
14 <sup>th</sup> Oct	Full Council	Longstanton VI, Main Hall	7.30pm
22 <sup>nd</sup> Oct	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>November</b>			
11 <sup>th</sup> Nov	Full Council	Longstanton VI, Main Hall	7.30pm
26 <sup>th</sup> Nov	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>December</b>			
9 <sup>th</sup> Dec	Full Council	Longstanton VI, Main Hall	7.30pm
17 <sup>th</sup> Dec	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>January 2020</b>			
13 <sup>th</sup> Jan	Full Council	Longstanton VI, Main Hall	7.30pm
21 <sup>st</sup> Jan	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>February</b>			
10 <sup>th</sup> Feb	Full Council	Longstanton VI, Main Hall	7.30pm
25 <sup>th</sup> Feb	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>March</b>			
9 <sup>th</sup> Mar	Full Council	Longstanton VI, Main Hall	7.30pm
24 <sup>th</sup> Mar	Finance Committee	Longstanton VI, back meeting room	7.30pm
<b>April</b>			
14 <sup>th</sup> Apr	Full Council <b>note on Tuesday due to Easter</b>	Longstanton VI, Main Hall	7.30pm
21 <sup>st</sup> Apr	Finance Committee	Longstanton VI, back meeting room	7.30pm
27 <sup>th</sup> Apr	Annual Parish Meeting	Longstanton VI, Main Hall	7.00pm

	Date Acquired	Details	Area	Location	Purchase Price	Replacement Cost	Audit figures	Last Inspection	Notes
1		Hattons Road Cemetery		Hattons Road, Longstanton	£ -	£ -	£ -		
2		Recreation Ground		Over Road, Longstanton	£ -	£ -	£ -		
3		Village Green		Nelson Crescent, Longstanton	£ -	£ -	£ -		
4		Various POS		Home Farm, Longstanton	£ -	£ -	£ -		
5		Pavilion	1	Over Road		£ 192,509.54	£ 164,588.00		
6	Unknown	Bench	1	Cemetery		£ 883.75	£ 875.00	Jan-18	
7	2007	Memorial Bench	1	Cemetery (Mrs Esaw)	gift	£ 938.77	£ 875.00	Jan-18	
8	Unknown	Bench	1	Recreation Ground Playground		£ 883.75	£ 875.00	Jan-18	
9	1998	Bus Shelter	1	Station Road	£ 1,500.00	£ 3,293.61	£ 1,500.00	Jan-18	
10	1952	Fence/Gate	1	Cemetery entrance		£ 1,896.78	£ 1,878.00	Jan-18	
11		Fence Panels/posts x 4	1	Cemetery		£ 379.76	£ 376.00	Jan-18	
12		Notice Board	1	Recreation Ground		£ 983.00	£ 875.00	Jan-18	
13		Notice Board	1	Station Road		£ 983.00	£ 875.00	Jan-18	
14		Notice Board/sign	1	Cemetery		£ 983.00	£ 752.00	Jan-18	
15	2010	Three Signs	1	Recreation Ground				Jan-18	
16		Village Pump	1	High Street/Station Road		£ 2,000.00	£ -	Jan-18	Bamford's Frost Protected Lift Pump
17	1953	Bench	2	Cnr. School Lane		£ 883.75	£ 875.00	Jan-18	
18	Unknown	Bench x 2	2	The Dale		£ 1,767.50	£ 1,750.00	Jan-18	
19	Unknown	Bench	2	High Street, Nr. Hatton Park		£ 883.75	£ 875.00	Jan-18	
20	2016	Bus Shelter	2	Outside Black Bull	£ 3,150.00	£ 3,150.00	£ 3,150.00	Jan-18	
21	2016	Bus Shelter	2	High Street, Nr. Hatton Park	£ 3,250.00	£ 3,250.00	£ 3,250.00	Jan-18	
22		Notice Board	2	High Street		£ 983.00	£ 627.00	Jan-18	No longer used
23		Notice Board	2	Village Institute		£ 1,328.00	£ 1,252.00	Jan-18	
24	1981	Village Sign	2	The Dale	gift	£ 6,707.01	£ 6,259.00	Jan-18	
25	2014	Phone Box	2	High Street, opposite Vet	£ 1.00	£ 3,500.00	£ 1.00	Jan-18	
26	Unknown	Bench	3	School Lane, opp. School House		£ 883.75	£ 875.00	Jan-18	
27	2017	Bus Shelter	3	School Lane, opp. School House	£ 3,648.00	£ 3,648.00	£ 3,648.00	Jan-18	
28	Unknown	Bus Shelter	3	Cr. Rampton Road/School Lane	£ 1,000.00	£ 3,984.00	£ 1,000.00	Jan-18	
29	1957	Bus Shelter	3	Opp. All Saints Church	£ 1,000.00	£ 2,922.00	£ 1,000.00	Jan-18	Brick
30	2018	Bench (Furnitubes)	4	St. Michael's Church	£ 892.00	£ 892.00	£ 892.00		New replacement bench for rotten one
31	2004	Notice Board	4	St Michaels		£ 875.00	£ 1,127.00	Jan-18	
32		Village Pump	4	Mill Lane	£ -	£ 2,500.00	£ -	Jan-18	Bamford's "Universal" Deep Well Pump
33	2007	Office Furniture	5	Parish Office		£ 620.49	£ 686.00		
34	2007	Office Computer/Software	5	Parish Office		£ 1,116.87	£ 1,053.00		
35	2014	Printer	5	Parish Office	£ 130.00	£ 186.75	£ 130.00		
36	2007	Photocopier/printer	5	Parish Office	£ 3,500.00	£ 5,584.00	£ 3,500.00		
37	2007	General Office Equipment	5	Parish Office	£ 360.00	£ 447.00	£ 360.00		
38	2008	Meeting Room Furniture	5	Parish Office	£ 1,000.00	£ 2,500.00	£ 1,000.00		

# Longstanton Parish Council Asset Register

as at 31st March 2019

CURRENT

39	2014	Fire Safe	5	Parish Office	£ 795.00	£ 818.85	£ 795.00		
40		Slide	6	Recreation Ground Playground		£ 3,984.03	£ 3,755.00	Jan-18	
41	2014	Altair Multi-play unit	6	Recreation Ground Playground	£ 6,985.63	£ 6,986.00	£ 6,986.00	Jan-18	
42	2014	Merga Tripod Group Swing	6	Recreation Ground Playground	£ 2,895.00	£ 2,895.00	£ 2,895.00	Jan-18	
43	2014	Merak Quad Swing	6	Recreation Ground Playground	£ 2,514.00	£ 2,514.00	£ 2,514.00	Jan-18	
44	2014	Regor Overhead Rotator	6	Recreation Ground Playground	£ 1,194.00	£ 1,194.00	£ 1,194.00	Jan-18	
45	2014	Hippo Spring Rider	6	Recreation Ground Playground	£ 443.00	£ 443.00	£ 443.00	Jan-18	
46	2014	Subra 25m Cable Runway	6	Recreation Ground Playground	£ 4,475.00	£ 4,475.00	£ 4,475.00	Jan-18	
47	2014	Mizar Seesaw	6	Recreation Ground Playground	£ 764.00	£ 764.00	£ 764.00	Jan-18	
48	2014	Toddler Multi-Play Unit	6	Recreation Ground Playground	£ 8,256.00	£ 8,256.00	£ 8,256.00	Jan-18	
49	2014	Button Disk roundabout	6	Recreation Ground Playground	£ 1,009.00	£ 1,009.00	£ 1,009.00	Jan-18	
50	2014	Regulus Standing Seesaw	6	Recreation Ground Playground	£ 1,192.00	£ 1,192.00	£ 1,192.00	Jan-18	
51	2014	Toddler Small Trampoline	6	Recreation Ground Playground	£ 4,933.00	£ 4,933.00	£ 4,933.00	Jan-18	
52	2014	Triple Balance Trail beam, pods	6	Recreation Ground Playground	£ 2,324.12	£ 2,324.00	£ 2,324.00	Jan-18	
53	2014	Lyra Climbing unit	6	Recreation Ground Playground	£ 3,416.00	£ 3,416.00	£ 3,416.00	Jan-18	
54	2014	Balancing stilts	6	Recreation Ground Playground	£ 776.00	£ 776.00	£ 776.00	Jan-18	
55	2014	Element bench x 3	6	Recreation Ground Playground	£ 858.00	£ 858.00	£ 858.00	Jan-18	
56	2014	Spirit Picnic table x 2	6	Recreation Ground Playground	£ 982.00	£ 982.00	£ 982.00	Jan-18	
57	2014	Swinger Litter bin with lid x 2	6	Recreation Ground Playground	£ 410.00	£ 410.00	£ 410.00	Jan-18	
58	2014	Bow top fence	6	Recreation Ground Playground	£ 700.00	£ 700.00	£ 700.00	Jan-18	
59	2015	Optoma Projector		Parish Office	£ 487.00	£ 487.00	£ 487.00		
60	2015	Chairs and Trolleys		Village Institute	£ 2,184.00	£ 2,184.00	£ 2,184.00		
61	2015	Phone Box	4	St Michaels	£ 1.00	£ 3,500.00	£ 1.00	Jan-18	
62	2015	Christmas lights		Parish Office	£ 625.35	£ 631.60	£ 625.35		
63	2015	Hexagonal Tree bench	1	Recreation Ground	£ 742.49	£ 749.67	£ 742.49	Jan-18	
64	2015	Hexagonal Tree bench		Village Green	£ 742.00	£ 749.67	£ 742.00	Jan-18	
65	2016	Defibrillator and box		Village Institute	£ 1,112.00	£ 1,112.00	£ 1,112.00	Jan-18	
66	2017	Laptop		Parish Office	£ 950.00	£ 950.00	£ 950.00		
67	2017	Phone Box		Magdalene Close	£ 1.00	£ 3,500.00	£ 1.00	Jan-18	
68	2016	Flower Box For Fields In Trust Plaque		Recreation Ground	-	£ 200.00	£ -	Jan-18	
69	2018	Hi Vis Vests		Parish Office	£ 175.00	£ 175.00	£ 175.00		
70	2018	Litter Picking Equipment		Parish Office	£ 810.00	£ 810.00	£ 810.00		
71	2018	Christmas lights		Northstowe Community Wing	£ 824.46	£ 824.46	£ 824.46		Lights for Northstowe (to be transferred w/
72	2018	PA System		Parish Office	£ 616.00	£ 616.00	£ 616.00		
73	2019	Morelock Mobile Speed Sign		Various locations	£ 1,500.00	£ 1,500.00	£ 1,500.00		Still waiting for final price to be confirmed
74		Litter Bins x 16		Separate list	140 each	£ 2,240.00	£ 2,240.00	Jan-18	
75		Dog Waste Bins x 28		Separate list	240 each	£ 6,720.00	£ 6,720.00	Jan-18	

77

£ 330,227.11 £ 275,186.30

## Risk Assessment and Management 2019

<b>Area</b>	<b>Risk</b>	<b>Level</b>	<b>Control (and agreed improvements)</b>
<b>Assets</b>	Protection of physical assets	M	Buildings, street furniture, village sign, and playground equipment insured. Value increased annually by RPI.
	Security of buildings, equipment, etc.	M	Ensure adequate systems in place. Contents and property insured.
	Maintenance of assets	M	Assets currently maintained on an ad hoc, as needed basis. Look at a programme of maintenance for forthcoming 3 years. Programme of electrical equipment in place. Inspections of playground on a weekly basis carried out by Clerk (having qualified Feb 2017) with additional quarterly inspections to be made by Play Maintain and an annual inspection by Play Inspections Limited inspection.
<b>Finance</b>	Banking	M	Parish Council accounts handled by RFO. Current and deposit accounts held with Unity Bank. Money split with CCLA for protection with implementation of FSCS for Parish Councils. Fidelity Guarantee insurance in place to cover a minimum of £600,000 as recommended by Internal Auditor.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £250,000 Computer backed up regularly and documents stored in 'the cloud'.
	Financial controls of cash	H	Cash transactions are discouraged. Any cash to be paid into the bank account as soon as possible via the post office with the relevant card for the relevant account. Receipts issued when required.

	Financial controls and records	M	<p>Monthly bank reconciliations, prepared by RFO presented to Finance Committee at monthly meetings. Checked quarterly against bank statements by a Cllr not on the Finance Committee who then report to full council on the check made and any concerns raised (if any).</p> <p>Two signatories for all online banking and cheques.</p> <p>Internal and external audits in place.</p>
	Comply with VAT regulations	H	<p>VAT claims made annually, calculated by RFO and reported to Council meeting.</p> <p>Internal auditor check.</p>
	Sound budgeting to underlie annual precept	M	<p>Finance Committee reviews budget in late autumn. Precept derived from this.</p> <p>Draft budget presented to Council for approval in January.</p> <p>Expenditure against budget reported to Council, quarterly.</p> <p>Risk Assessment of General un-earmarked reserves considered to ensure sufficient funding level in case of emergency. At least £75,000 [50%] of gross expenditure to remain in un-earmarked reserves.</p>
	Complying with borrowing restrictions	L	Council to be made aware of borrowing regulations if considering future borrowing.
<b>Liability</b>	Risk to third party, property or individuals	M	<p>Insurance in place.</p> <p>Open spaces checked regularly.</p> <p>Play areas checked on a weekly basis by Parish Clerk.</p> <p>Quarterly inspections to be carried out by Play Maintain and Play Inspections Limited to carry out annual inspection on all play equipment.</p> <p>Visual inspection and report of trees by qualified arboriculturist.</p> <p>Work carried out as recommended.</p> <p>Risk assessment carried out for Christmas Light Switch on.</p> <p>Risk assessment to be carried out for any other events.</p>
	Safeguarding Children and Adults at Risk	H	<p>Safeguarding policy to be adopted.</p> <p>DBS checks to be completed on any staff members or volunteers in contact with children or Adults at Risk.</p>

	Legal liability as consequence of asset ownership	H	Insurance in place. Written H&S check list operated by Clerk for play areas. Play areas inspected quarterly and annually by appointed companies.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of various national and regional bodies including employee's organisation. All employees issued with up to date contract of employment and job description.
	Comply with HMRC requirements	M	Payroll services administrated by <b>Red Shoes Accounting Services Limited</b> . Training courses attended where appropriate. Internal audit check procedures.
	Safety of staff and visitors	M	Lone Worker Policy in place. To consider the Duty of Care to staff and access to the Clerk for members of the public. CCTV installed at office. Regular H&S risk assessments to be carried out and reviewed annually.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	M	Council meets once a month (except for August) and approves minutes at the following monthly meeting. Planning meetings held 2 weeks from monthly meeting where necessary. Interim Committee meeting minutes are made available to full Council at the monthly meeting. Minutes are made available to the public and press from either the Clerk or via the website (as per current data protection legislation)
	Proper document control	M	Legal documents held by the Clerk, filed in the Parish Office, Village Institute. Key documents, inc. deeds, etc. stored in fire safe. Other data storage to comply with current data protection legislation. Registration with the Information Commissioner's Office regularly reviewed.
<b>Contractor Liability</b>	Proper document control, risk to third party, property or individuals	M	Ensure that copies of relevant insurance cover held by contractors and sub-contractors obtained when carrying out work for Parish Council. Copies of training obtained where necessary.

			Method statements required from contractors.
<b>Councillor Property</b>	Registers of Interests and gift and hospitality in place	H	Register of interest completed, held by the Clerk and available at all Council meetings. All registers are reviewed at the Annual Meeting in May.

This risk management paper was considered by the Council at its Annual Meeting held on Monday 13<sup>th</sup> May 2019.

Signed: .....  
Chairman



## LONGSTANTON PARISH COUNCIL

### COMPLAINTS PROCEDURES

BASED ON THE SLCC MODEL COMPLAINTS PROCEDURES 2012

**Adopted 12<sup>th</sup> January 2015**

Amended

8<sup>th</sup> May 2017 min item 17-18/11l

Amended

13<sup>th</sup> May 2019 min item 19-20/9l

1. Longstanton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council, or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 12<sup>th</sup> May 2014 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of South Cambridgeshire District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Cambridgeshire District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be readdressed by the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## **Contacts**

The Clerk of Longstanton Parish Council

Address: 24 High Street  
Longstanton  
CB24 3BS

Telephone: 01954 782323

Email: clerk@longstanton-pc.gov.uk

The Chairman of Longstanton Parish Council

Address: 24 High Street  
Longstanton  
CB24 3BS

Telephone: 01954 781155

Email: cllr.street@longstanton-pc.gov.uk

Document History		
Status	Date	Version
Drafted by Libby White, Clerk, using the SLCC model from 2012	10 <sup>th</sup> January 2015	1.0
Draft to Council for Debate	12 <sup>th</sup> January 2015	
Council Approved	12 <sup>th</sup> January 2015	
Review date	Annually at Annual Meeting or on change of legislation	
Amendments to contacts	5 <sup>th</sup> May 2017	1.1
Draft to Council for Approval	8 <sup>th</sup> May 2017	
Council Approved	8 <sup>th</sup> May 2017	
Amendments to contacts	May 2019	1.2
Draft to Council for Approval	13 <sup>th</sup> May 2019	
Council Approved		



**LONGSTANTON PARISH COUNCIL**  
**PUBLICATION SCHEME**

BASED ON THE MODEL ICO PUBLICATION SCHEME

**Approved 9<sup>th</sup> February 2015**

Amended

13<sup>th</sup> May 2019 min item 19-20/69m

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <b>This will be current information only.</b> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>	Website	
Who's who on the Council and its Committees	Website / hard copy / email	Free / 10p per page / free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hard copy / email	Free / 10p per page / free
Location of main Council office and accessibility details	Website / hard copy / email Email for details of accessibility	Free / 10p per page / free
Staffing structure (Subject to Data Protection Act limitations)	Website / hard copy / email	Free / 10p per page / free
<b>Class 2 – What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Website / hard copy (6 pages) / email	Free / 10p per page / free
Finalised budget	Website / hard copy / email	Free / 10p per page / free
Precept	Website / hard copy / email	Free / 10p per page / free
Borrowing Approval letter (where any such borrowing has been given)	Hard copy / email	10p per page / free
Financial Regulations and Standing Orders	Website / hard copy / email	Free / 10p per page / free
Grants given and received	Hard copy / email	10p per page / free
List of current contracts awarded and value of contract	Hard copy / email	10p per page / free
Members' allowances and expenses	Hard copy / email	10p per page / free

<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
<b>Current and previous year as a minimum</b>		
Parish Plan (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Quality status (if applicable)	Hard copy / email	10p per page / free
Local charters drawn up in accordance with DCLG guidelines	Hard copy / email	10p per page / free
<b>Class 4 – How we make decisions (Decision making processes and records of decisions)</b>		
<b>Current and previous council year as a minimum</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hard copy / email	Free / 10p per page / free
Agendas of meetings (as above)	Website / hard copy / email	Free / 10p per page / free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy / email	Free / 10p per page / free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy / email	10p per page / free
Responses to consultation papers	Hard copy / email	10p per page / free
Responses to planning applications	Website / hard copy / email	Free / 10p per page / free
Bye-laws		

<b>Class 5 – Our policies and procedures</b> <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b> <b>Current information only</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website / hard copy / email	Free / 10p per page / free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / hard copy / email Website / hard copy / email	Free / 10p per page / free Free / 10p per page / free
Information Technology policy	Website / hard copy / email	Free / 10p per page / free
Records management policies (records retention, destruction and archive)	Website / hard copy / email	Free / 10p per page / free
Data protection policies	Website / hard copy / email	Free / 10p per page / free
Schedule of charges (for the publication of information)	Website / hard copy / email	Free / 10p per page / free

<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>	Some information may only be available by inspection (free)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per page
Assets register	Hard copy / email	10p per page / free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable (available from the Monitoring Officer at the District Council)	
Register of members' interests	Original documents maintained by District Council. Hard copy of documents available	10p per page
Register of gifts and hospitality	Original documents maintained by District Council. Hard copy of documents available	10p per page
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <b>Current information only</b>	Some information may only be available by inspection (free)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy / email	10p per page / free
Community centres and village halls	Hard copy / email	10p per page / free
Parks, playing fields and recreational facilities	Hard copy / email	10p per page / free
Seating, litter bins, clocks, memorials and lighting	Hard copy / email	10p per page / free
Bus shelters	Hard copy / email	10p per page / free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy / email	10p per page / free

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @10p per sheet (black and white only)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
	Major enquiries	£15 per hour, in accordance with current legislation LGA 2003, s93

\* the actual cost incurred by the public authority

### Contact details:

<b>The Clerk to Longstanton Parish Council</b>  (or The Chairman of Longstanton Parish Council)  24 The High Street Longstanton Cambridge CB24 3BS  Tel: 01954 782323 Email: <a href="mailto:clerk@longstanton-pc.gov.uk">clerk@longstanton-pc.gov.uk</a> Website: <a href="http://www.longstanton-pc.gov.uk">www.longstanton-pc.gov.uk</a>	<b>Information Commissioner's Office</b>  Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 54 57 45 Website: <a href="http://www.ico.gov.uk">www.ico.gov.uk</a>
--	---

Document History		
Status	Date	Version
Drafted by Libby White using the ICO model publication scheme	10 <sup>th</sup> January 2015	1.0
Draft to Council for debate	9 <sup>th</sup> February 2015	
Council Approved	9 <sup>th</sup> February 2015	
Review Date	Annually at Annual Meeting or on change of legislation	
Amendments to contact details	May 2019	1.1
Draft to Council for debate	13 <sup>th</sup> May 2019	
Council Approved		



## LONGSTANTON PARISH COUNCIL

### Press & Media Policy

Adopted 9<sup>th</sup> May 2016

## **1. General Statement of Policy**

The purpose of this policy is to define the roles and responsibilities within Longstanton Parish Council ‘the Council’ for working with ‘the media’ (press, radio, TV, Internet), and to deal with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

## **2. Key Aims**

The Council is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media is crucially important in conveying information to the community and, as such, the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council, and to explain the reasons for particular policies and priorities.

It is important that the media has access to the Clerk/Members and to background information to assist them in giving accurate accounts to the public. To balance this, the Council reserves the right to defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts.

## **3. Legal Framework**

- 3.1 The law governing communications in local authorities can be found in the Local Governments Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council’s adopted Standing Orders should be adhered to.

## **4. Contact with the Media**

- 4.1 The Parish Clerk and Members should always have due regard for the long-term reputation of the Council in their dealings with the media.
- 4.2 Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible, with appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council’s solicitor before any response is made.
- 4.4 There are a number of privacy issues for the Parish Clerk and Members that must be handled carefully and sensitively. These include release of personal information, such as home address and telephone number (although member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the Parish Clerk before responses are made to the media.
- 4.5 When responding to approaches from the media, the Parish Clerk, Chairman and Vice-Chairman are authorised to make contact with the media.
- 4.6 Statements made by the Parish Clerk, Chairman or Vice-Chairman should reflect the Council’s opinion.

- 4.7 Other Councillors can talk to the media, but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents; such letters should be kept brief and balanced in tone and correspondence should not be drawn over several weeks. All correspondence must come from the Parish Clerk.

## **5. Attendance of Media at Council Meetings**

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the Media upon request.
- 5.2 The Media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Filming or taping Council proceedings will be in accordance with the Council's Standing Orders.

## **6. Press Releases**

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Parish Clerk and Members to look at opportunities where the issuing of a press release may be beneficial.
- 6.2 The Parish Clerk or any Member may draft a press release, however, they must all be issued by the Parish Clerk in order to ensure that the principles outlined in section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of press releases can be monitored

## **7. Notices**

- 7.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Parish Clerk.
- 7.2 Council noticeboards will be used to advertise meetings.

## **8. Urgent Situations**

- 8.1 In the case of urgent actions being required in the absence of the members and officers with specific roles and responsibilities under this policy, the following delegations shall apply:
  - a) Vice-Chairman of the Council may act in the absence of the Chairman.
  - b) The Parish Clerk may act in the absence of the Chairman or the Vice-Chairman.

<b>Document History</b>		
<b>Status</b>	<b>Date</b>	<b>Version</b>
Drafted by Libby White	May 2016	1.0
Draft to Council for debate	9 <sup>th</sup> May 2016	
Council Approved	9 <sup>th</sup> May 2016	
Review Date	May 2017 or on change of legislation	



**LONGSTANTON PARISH COUNCIL**  
**EQUAL OPPORTUNITIES POLICY**

**Approved 14<sup>th</sup> March 2016**

Replaces previous policy, v1.0, adopted 13<sup>th</sup> November 2013

## **LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

## **PURPOSE**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

## **SCOPE**

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

## **OUR COMMITMENT**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

**Uses of Policy** - Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.

Document History		
Status	Date	Version
Approved by Council	11 <sup>th</sup> November 2013	1.0
Drafted by Libby White	March 2016	2.0
Draft to Council for Debate	14 <sup>th</sup> March 2016	
Council Approved	14 <sup>th</sup> March 2016	



# Longstanton Parish Council

---

## **Staff Recruitment Policy** **(adopted at a meeting held on 13<sup>th</sup> April 2015)**

Recruitment of staff is the responsibility of the Council which has delegated this to the Employment Committee (see Terms of Reference for the Employment Committee).

Longstanton Parish Council is an Equal Opportunities employer. The aim of this Recruitment Policy is to ensure that the Council selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- marital status
- age
- social background
- disability

Any vacancy will be advertised in the public domain using one or more of the following:

- Parish Council noticeboards
- Parish Council website
- Local newspaper(s)
- Any other appropriate publication or location

The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in broadly the same way to ensure the most suitable person is selected.

The Council will ensure it appoints appropriately qualified and experienced staff by:

- deciding what skills and qualities it requires in a new employee
- the preparation of a Job Description
- the preparation of a Person Specification
- the preparation of an Application Form
- advertising the position internally and/or externally as wide as possible and in a manner that is designed to attract candidates with the required skills and qualities.
- ensuring the candidates are legally entitled to work in the UK (Restriction of Employment) Order 2007
- drawing up a short list of suitable applicants whose skills and abilities match those required
- undertaking an interviewing process which ensures an objective assessment of the candidates
- Interviewing candidates fully, keeping detailed notes and a proper record of the interview.

On completion of the selection process the Council will:

- obtain the approval for the appointment at the next full Parish Council Meeting
- write to the best candidate offering employment and enclosing a Statement of Particulars.
- take up references and check them before confirming the appointment.
- inform unsuccessful candidates in writing once the appointment has been confirmed.

Salary will be commensurate with the type of employment and experience of the person.

A staff appraisal will be conducted at the end of the probationary period and annually thereafter.

Document History		
Status	Date	Version
Drafted by Libby White, Clerk	March 2015	1.0
Draft to Council for Debate	13 <sup>th</sup> April 2015	
Council Approved	13 <sup>th</sup> April 2015	
Review date	April 2016 or on change of legislation	



# **LONGSTANTON PARISH COUNCIL**

## **DIGNITY AT WORK POLICY**

**Approved 14<sup>th</sup> March 2016**

## **1. PURPOSE AND SCOPE**

### **1.1 Statement**

In support of our value to respect others Longstanton Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

### **1.2 Definitions**

#### **Bullying**

*"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."*

#### **Harassment**

*"Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.*

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

### **1.3 Examples of unacceptable behaviour (this list is not exhaustive):**

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as email or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

#### **1.4 Penalties**

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party, the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

#### **1.5 The Legal position**

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

### **2. PROCESS FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT**

#### **2.1 Informal approach**

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

#### **2.2 Formal approach**

##### **2.2.1 Employees**

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Staffing/Personnel committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

## **2.2.2 Others:**

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision making in this regard.

## **2.3 Grievance**

**Employees only** - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimise the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

## **2.4 Disciplinary Action** - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship, etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases. This list is not exhaustive.

- 2.5** False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

### **3. RESPONSIBILITIES**

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

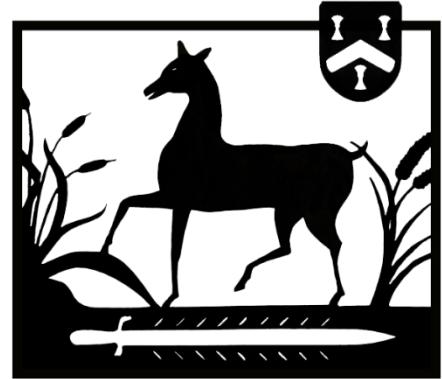
The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy. A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

### **4. USEFUL CONTACTS**

- ACAS [www.acas.org.uk](http://www.acas.org.uk) tel: 0845 7 47 47 47
- Local Government Ombudsman for Wales [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk) tel: 0300 790 0203
- Local Government Ombudsman for England [www.lgo.org.uk](http://www.lgo.org.uk) 0300 061 0614
- Equalities and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- SLCC [www.slcc.co.uk](http://www.slcc.co.uk)
- DirectGov website [www.GOV.uk](http://www.GOV.uk)

Document History		
Status	Date	Version
Drafted by Libby White	March 2016	1.0
Draft to Council for Debate	14 <sup>th</sup> March 2016	
Council Approved	14 <sup>th</sup> March 2016	



## **LONGSTANTON PARISH COUNCIL**

### **LONE WORKER POLICY**

Approved 13<sup>th</sup> May 2019

## **1. Introduction**

Longstanton Parish Council recognises that its employee(s) are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of office hours.

Under the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999, Longstanton Parish Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employee(s) have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

## **2. Scope**

This policy applies to all situations involving lone working arising in connection with the duties and activities of Longstanton Parish Council.

## **3. Definition**

The Health & Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision'. This covers Longstanton Parish Council's employee, the Clerk, who is required to carry out his or her duties for all or part of his or her working day in isolation in the office or at other locations owned by the Council; such as outside on the Recreation Ground, Hattons Road Cemetery or on work related travel. This could include: working at and/or opening and closing sites, working in the office, visiting Council owned properties and outside contractors and employees who work alone outside normal working hours.

## **4. Aims**

The aim of this policy is to:

- Increase employee awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- Ensure that appropriate support and training is available to all employees in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- Ensure that appropriate support is available to staff who have to work alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working.

## **5. Responsibilities**

### **5.1 Councillors and the Clerk are responsible for:**

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.
- Ensuring that all employees are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that risk assessments are carried out and reviewed regularly;

- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that employees identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to employees involved in any incident; and
- Providing a mobile phone and other personal safety equipment, if and where this is felt to be desirable.

### **5.2 Employees are responsible for:**

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone; and
- Always maintain good communication to minimise risk.

## **6. Guidance for Risk Assessments for Lone Working**

Risk assessment is essential to good risk management. Assessment will be carried out for and on behalf of all employees whose working practice makes them vulnerable. This includes employees that are based but work in isolation as well as any mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable. A lone worker's checklist will be completed (appendix A). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working. Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form.

Risk assessments for site based lone workers will include:

- Is the person fit and suitable to work alone?
- Does the workplace or task present a special risk to the lone worker?
- Safe access and exit?
- Is there a risk of violence;
- Are women especially at risk if they work alone?
- Safety equipment for individual use
- Adequate channels of communication in an emergency
- Security arrangements, i.e. alarm systems and response to personal alarms
- Can the whereabouts of a lone work be traced?

Risk assessments for mobile lone workers will, additionally, include:

- Travelling between sites;
- Reporting and recording arrangements;
- Communication and traceability and personal safety/security.

Following completion of the Risk Assessment consideration will be given to any appropriate action that is required.

## 7. Good Practice for Lone Workers

- 7.1. During their working hours, all employees leaving the workplace should leave written details of where they are going and their estimated time of arrival back.
- 7.2. If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the appropriate colleague/councillor.
- 7.3. If the visit is assessed to have a sufficient risk, arrangements should be made with a colleague or councillor to check that a lone worker has returned to their base on completion of the visit. If possible delay the visit until more people can attend.
- 7.4. Telephone contact between the lone worker and a colleague/councillor may also be advisable. Staff should avoid being left on their own with a client in their workplace, or leaving a colleague/councillor in this situation.
- 7.5. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
- 7.6. Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- 7.7. Occasionally risk assessment may indicate that lone workers need training in first aid.
- 7.8. Staff should **never** transport a child on their own and should assess any risk before transporting a vulnerable adult alone.
- 7.9. Before making home visits, the lone worker must have full knowledge of the hazards and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks.

Having collected all the relevant information you then need to plan your contact:

- Trust your intuition and always think of your personal safety;
- What is the best time of the day to visit? Assess the situation. Are you familiar with the property locations? Consider the weather/visibility/seasons – will you be driving in the dark?
- Where is the most appropriate place to see this person?
- Do you need to take a colleague or councillor with you?
- If another agency is involved, can a joint visit be arranged?
- Ensure that someone knows where you are at all times and do not make last minute/unplanned visits.
- Do you have a mobile (if applicable) – check it is charged.
- Know where you are travelling to; check your route to avoid stopping and asking strangers for directions.
- Park near street lighting or lit areas whenever possible.
- Reverse into parking spaces to ensure a quick getaway.
- Keep all doors locked whilst driving and keep valuables out of sight.
- If you do not intend to return to the office after your visit let someone know.

This policy will be reviewed annually by Longstanton Parish Council to ensure it is relevant to working practice.

## **Appendix 1**

### **Checklist**

Date Completed: .....

Location: .....

#### **Main issues of concern**

- Do staff work alone? ..... Yes/No
- Do staff work outside normal office hours? ..... Yes/No
- Do staff meet with members of the public in an isolated location? ..... Yes/No
- Is there enough security provision? ..... Yes/No
- Is there safe access to the building? ..... Yes/No
- Do staff activities involve working in confined spaces? ..... Yes/No
- Do staff activities involve handling dangerous substances? ..... Yes/No
- Do staff carry out work in high-risk locations (i.e. areas with high crime rates)? ..... Yes/No
- Do staff carry out work in isolated areas? ..... Yes/No

#### **Control Measures for Consideration**

- Do you provide joint working for high-risk activities (i.e. in confined spaces and with dangerous substances)? ..... Yes/No
- Do you carry out regular supervisor or colleague checks during activities? ..... Yes/No
- Do you use entrance security systems (i.e. digital locks or swipe cards)? ..... Yes/No
- Is there security lighting around access points and parking areas? ..... Yes/No
- Have you installed panic buttons, linked to manned locations? ..... Yes/No
- Do employees have information and training on basic personal safety? ..... Yes/No
- Are employees trained in strategies for preventing and managing violence? ..... Yes/No
- Do employees have access to forms for reporting incidents or near misses and appreciate the need for this procedure? ..... Yes/No
- Do you provide accompanied visits when there are concerns about safety? ..... Yes/No
- Do you share risk information with other agencies? ..... Yes/No
- Are there systems for monitoring employee whereabouts and movements for regularly reporting to base? ..... Yes/No
- Have you issued mobile phones? ..... Yes/No
- Have you issued personal attack alarms? ..... Yes/No
- Are the existing control measures adequate? ..... Yes/No
- If 'No', what modifications or additional actions are necessary?
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

# Professional Subscriptions

**From:** Libby White, Parish Clerk to Longstanton Parish Council  
**Date:** 7<sup>th</sup> May 2019

---

As it stands the following subscriptions are paid for by Longstanton Parish Council

**CAPALC – Cambridgeshire and Peterborough Association of Local Councils (DUE THIS MONTH) - £620.16**

Provides advice to the Council and Councillors on legal and procedural matters. The only way the parish council can get access to NALC (National Association for Local Councils)

**SLCC – Society of Local Council Clerks - £249.00**

Provides advice to the Clerk on legal and procedural matters.

**ICO – Information Commissioner’s Office - £35.00**

Legal requirement as we hold personal data for staff, residents and anyone who communicates with the council.

**Cambridgeshire ACRE - £46.15**

Support for Councils in rural settings to help create/support their communities.

**National Playing Fields - £50.00**

The fee following registration of the Recreation Ground with Fields in Trust

**CCVS (Cambridgeshire Community Voluntary Service) - £60.00**

CCVS is a registered charity set up to champion and support community and voluntary groups, and promote volunteering across Cambridge City, South Cambridgeshire and Fenland.

---

To consider ongoing due to the service the parish council provided to residents by way of the cemetery on Hattons Road.

**ICCM (Institute of Cemetery & Crematorium Management) - NEW and recommended to join - £95.00**

ICCM provides advice, training and services for any authority or company who provides burial facilities to the bereaved.

## Annual Report by County Cllr Peter Hudson April 2019

It's been another incredibly busy 12 months. Still chasing the inevitable highway problems, gaining funding for new cycle paths, upgrading existing ones, stopping contractor parking in Woodside, finding funding for new pavements with hopefully some more to come to name but a few. Also, after successfully lobbying hard last year to achieve a new Child and Family Zone at the new Pathfinder School in Northstowe which would benefit the whole area, I'm really so very pleased to be able to report that our brilliant new Child and Family Zone is really going from strength to strength, with requests for more services and new groups coming in from our friends and neighbours in all the local neighbourhoods and villages.

In addition to this, I have continued to support and work with Parish and District Council Colleagues on a number of issues, as in the incorrect routes taken by HGV traffic from the Northstowe site, traveling through local villages in contrary to planning conditions, being the Chair of the Public Health Committee, and an active member of the Staffing and Appeals, Audit and Accounts, and GPC Committees of the County Council. I have also been asked again how many hours I spend on council duties; well, it's increased slightly over the past 12 months and now averages at around 50 hours per week

Once again, I am pleased to have received a large amount of correspondence from our friends and neighbours, some with requests for help on a number of issues that affect their everyday lives, some with general comments, and even some saying thank you! Over the past twelve months I have received 103 requests from residents for help (up from 84 last year) on issues such as, school placement appeals, home to school transport appeals, special educational needs requirements, parent and school difficulties, social care for the elderly and venerable adults, general counsel benefit entitlements, with 90 of these cases resolved to the complete satisfaction of our residents, the others were not for various reasons. As always, the subjects tend to be the same year on year, but this individual case work is so very satisfying and extremely rewarding. It's also great to see people within their own homes

### **Cycle Path Longstanton - Bar Hill**

The issue of a cycle path between Longstanton and Bar Hill has been asked and campaigned for, for well over 15 years. I took on the campaign about 6 years ago.

On the 8<sup>th</sup> October 2018, I reported to the Parish Council that after 6 long and difficult years of heated discussions and campaigning, funding was at last agreed for a new cycle path to Bar Hill. I can now further report that Highways England, as part of the A14 upgrade, is funding the new cycle bridge over the A14 and into Bar Hill, and up to the first new roundabout on the B1050 (Northstowe southern access road). Sisk will then take on funding it around the new roundabout with the County Council funding it on into Longstanton. Even more good news is that they have also agreed to look at the possibility of extending it through the village and into Northstowe town centre. It has now passed onto the design/cost stage.

### **Community Wing at the Pathfinder School**

This had been an ongoing saga for so many months. In the end myself, along with some very passionate residents of both Longstanton and Northstowe, insisted that enough was enough. The issues the dioceses of Ely had with other religious groups should not impact on the general community both existing and new. Therefore, without complete agreement, the County Council decided to go ahead and open the rooms.

Steady progress is being made and we are nearly there. Council Officers have been working very closely with the Community Development Worker to spend more time at the wing, enabling it to be accessed by the community in a drop in capacity. I think this will make a biggest impact for those people who contacted me who are not able, or want to hire the wing, they just want somewhere to pop into.

In terms of the formal opening, we are waiting for the last FM quote and contract to be confirmed then the wing will be ready to take bookings. I hope that to happen any day now –The plan will be to have a very soft quite launch to check all the new policies and practices work.

The discussions between both the County Council and SCambs legal teams with the Diocese regarding the arrangements after the land is transferred are still ongoing. Senior County Officers along with the County Council's legal team accompanied by the legal team from South Cambs., will be meeting with the Archdeacon at the end of April to see if a compromise can be reached.

### **Community project funding**

Many people are willing to do something for their community but need some inspiration to start a project. The County Council's Innovate & Cultivate Fund offers grants for community initiatives which help deliver the Council's priorities and have compiled some ideas to get budding projects started.

The new Cultivate 'Seed' Fund projects – Timebanks, Men's Sheds, Good Neighbour Schemes and Dementia Friendly Communities – are all successful schemes that can help people to remain independent and active within their community, encourage volunteering and complement Council services.

I recently paid a visit to [Ramshed](#), the Men's Shed (which also welcomes women) in Ramsey. The project promotes greater social activity, improved mental health and better physical wellbeing for residents who may be retired or not in work. Any resident groups, voluntary, community, and social enterprise sector organisations based in Cambridgeshire can find more about the funding from the [website](#)

### **Applications for secondary school places are up again**

This year the County Council received nearly 6,700 applications for secondary school places - an increase of more than 300 compared to the last academic year. A total of 6,691 applications were received by the deadline. Of these, more than 5,990 (89.5%) resulted in children being offered a place at their first preference school compared to 5,561 last year. A further 449 (6.7%) children have received the offer of a place at their second or third preference school. The County Council dealt with significantly more applications for secondary school places in the county this year and expect this trend to continue for the coming years. The County Council is planning for this by working with existing schools to increase their capacity, and to plan for new secondary schools in the areas where demand is greatest, with a planned investment in secondary school places of £200m between 2019-20 and 2023-24.

### **Designing Libraries of the Future**

The Library Service has teamed up with CIVIC, a national charity specialising in animating communities, to lead the way and design the libraries of the future for the country.

Recognised for its innovative and open mind-set, our Library Service offers a unique network of physical spaces across a huge breadth of community settings.

Our libraries are an ideal test bed for new ideas and to develop a family of library models that are replicable and scalable beyond Cambridgeshire and Peterborough.

CIVIC have united a team of national and local experts, supporters, partners and potential funders around this major project and have spent the past few months working with the Business Intelligence team and Library Service to identify five possible models of libraries and a shortlist of pilot locations.

They will soon be embarking on an exciting journey to engage with the pilot communities and start co-designing the libraries of the future that reflect the diversity of communities and contexts. This will form a blue print for all councils across the country to use in the future.

### **Investment programme delivers additional funding for frontline services**

The purchase of a purpose built student accommodation block in Cambridge will allow Cambridgeshire County Council to plough up to £1.9m a year back into vital frontline services. The Council's investment of £38m in the 251 bed Brunswick House on Newmarket Road, is the first acquisition in its strategy to build a portfolio of investments that both support its objectives and help to safeguard the future of vital services for people across the county.

The Council has a strong asset base (county farms, etc.) and is involved in the long lease of buildings for student accommodation elsewhere (at Castle Court and North Cambridge Academy) but this is its first venture into direct ownership and operation - a relatively small investment in terms of the balance sheet, but a sizeable income stream to support public services and investment in the Cambridgeshire economy.

Four new energy schemes at a total cost of £30.6M, which are expected to generate a total net income of £77.4M to return to front line services over their 25 year life. These include the development of smart energy schemes at the Trumpington and Babraham Park and Ride sites, where the sale of electricity and provision of grid services is expected to generate £7m for Trumpington and £24.5m for Babraham over the next 25 years. The other two schemes at the closed landfill sites are at Stanground and Woodston.

### **County Council Budget**

The Full County Council met on the 5th February to approve the administration's budget and set council tax for 2019/20 in the context of its 5 year business plan. The overall objective is to continue to protect and invest in vital services whilst using service transformation, efficiency, investment and commercialisation to offset cuts in government funding. **We are on our own, as The County Council now receives no general funding from the Government.** The transformation of the way the County Council works is a key factor in delivering best value for money and to support this the budget includes an increase of £4.764m into the transformation fund; we used a £1.436m surplus built up in this fund to balance the 2019/20 budget without the need to make unpalatable cuts to services that local residents need and value. The County Council has so far invested £8m from this fund into initiatives to transform services or manage demand, which has returned a £40m in reduction to costs. The Council will also carry forward the £9.1m remaining balance of the smoothing fund that was

created last year which will continue to act as a contingency, as it did recently when £3.4m was used to safeguard valued children's services in the face of rising demand.

The Council's commercial projects to date are due to return a profit of £11.2m in 2019/20 including £1m from the Soham solar farm which met its annual £1m income target 2 months ahead of schedule. The money derived from commercial activities is a key element of the funding required to support delivery of front line services and this month saw a proposal to generate solar power at Babraham Park & Ride. The project would involve putting carports over parking spaces to support solar panels. The Council has completed a high level business case to support a planning application in 2019 with construction starting in 2020. Cambridgeshire County Councils' plans for commercialisation and investment are set to return more than £58m to support frontline services over the next five years. The County Council will **continue to invest in vital services aimed at vulnerable adults & children and increasing funding on highways repairs, which means:**

- £45 million additional spending planned for adult and children's services over the next five years.
- £18 million additional spending planned for highways improvements in the next five years.

### **New County Council working model 2020**

The new proposed working model for the County Council and how it services the residents of the county, and how much more accessible it will be to all the residents of the whole county of Cambridgeshire in the future is gathering pace.

The plan is to enable all of us to access both County Council Officers and services locally wherever we may live within the County, and not having to travel to a main building such as Shire Hall. The new administrative building was the subject of discussion at the time with Longstanton Parish Councillors, some agreeing that it should be built in Northstowe, whilst some saying that it should not with some saying that existing buildings as in SCambs District Council, should be shared. Therefore, no single consensus was able to be formed with the closest directly affected Parish Council to both phases 1 and 2.

So, it was decided that the new administration building, which will hold less than 10% of the present Shire Hall employees, some of which because of joint working with Peterborough, already travel between Peterborough and Cambridge several times per week, will be located at the Enterprise Zone in Alconbury, alongside the Combined Authority and the Local Enterprise Partnership, which are already located there. The remainder will be working in local hubs around the county to enable all residents to use the County Council easily without having to travel large distances to one building. These hubs will include such places as Cambridge, Northstowe, Cambourne, Wisbech, Whittlesey, Soham, Ely, March, and all other areas around the county.

When this paper came to members, I automatically gave a spirited defence of Northstowe in quite a few pre full council debates and also in the actual full council debate. I really felt that Northstowe was the right place. I came home to what will only be a 5-10 minute walk to the new town centre, and decided that I need to get out and seek the thoughts of other people before the main debate in Full Council.

So, I walk up Longstanton High St. stopping to chat and asking the question, also on the school run at both Northstowe and Longstanton, I also asked residents in Oakington including their school run, some were like myself, in favour, and some really had no particular opinion. However, some said absolutely not, and this figure grew. I spoke to people in the Black Bull, then went over to the Pavilion. The majority said "*why waste valuable space in what is really a smallish town centre on boring council offices? We would prefer, a cinema, shops, pubs/restaurants, coffee shops, or even a bowling alley*"

I also spoke to some residents in Over, with, most being not really concerned, but they were all very keen for easier access to County Council Services that the new local hubs will provide.

I sat outside the Longstanton Pavilion on a lovely sunny evening talking to some parents watching their children play, a gentleman looked at me and said "*we want a town centre that is great to visit, one we would want to visit, I would like to say to my wife, lets pop over to the town centre for a coffee, a café culture would be great, also, why do we need another council building when we are already getting one?*"

That is correct, the town centre is already getting a circa £17million Civic Hub containing a health centre, along with County Council services such as school nurses, health visitors, a new Family and Child Centre, a new library, along with community rooms, with County Council Officers to advise us and help us access County Council services.

So, I go into the main debate with all these views to work with, views that are not the same as mine, but views that are just as valuable, and views that should be respected. It is sometimes difficult to except others views, but just because they differ from mine, that makes them no less valuable to me or our community. I respect all our neighbours and friends' views and act upon them whenever and however I can as I did in the main debate.

I would just like to add once again a very big thank you to our Parish Clerk for her very valuable help and support she gives us all.

**Peter Hudson**

County Cllr. for Longstanton, Over, Northstowe, Oakington and Westwick.

## DISTRICT COUNCILLORS LONGSTANTON WARD ANNUAL REPORT 2018-2019

CLLR SARAH CHEUNG JOHNSON & CLLR ALEX MALYON

We are both surprised by how quickly this year has flown by since we were elected in May 2018. We would like to begin our review of the year by thanking our community for being so welcoming and showing us patience and support during our first year of being your District Councillors. We would like to particularly thank the Parish Council, Chair John Street and especially Parish Clerk Libby White/Chair Stephen Moore and especially Clerk Laura Lawrence, as well as our County Councillor Peter Hudson for all their assistance and time.

We have had a busy year and would like to highlight some of what has happened locally in our ward before going on to briefly review some District wide updates.

- Northstowe has kept us particularly busy, with a lot happening over this year. We are now at over 300 occupations and we have been so impressed to see the community growing and already developing a strong sense of identity and community spirit.
- Phase 3 consultations have taken place over this year and we are expecting planning permissions to be brought through in Autumn this year.
- The proposed masterplan for the new Northstowe town centre was presented and public consultations are taking place. We are excited by these potential plans and you can still view them via [www.northstowe.com/towncentre](http://www.northstowe.com/towncentre) and can comment until 3<sup>rd</sup> May.
- The Northstowe Town Square, The Green, is now open and already being used by residents for community events.
- After lobbying and pressure from the community, ourselves and our County Councillor, the Community Wing is now finally fully open and available for the community to use.
- We worked to get a temporary footpath to allow residents to safely get to the Busway from Northstowe, which opened in November last year.
- The land transfer has now been completed for the new allotments and community orchard at Northstowe and the next step will be to set up an allotment society to run and maintain these community allotments- we have argued for these new allotments to be made available to both Northstowe and Longstanton residents.
- We met with some of the team from the Cambridge Food Hub project. This exciting project aims to increase the accessibility of sustainable food whilst supporting local producers and

small businesses. The Hub will be a centre for all aspects of food: from production and consumption to education and research. The team are very keen to look at locating the food Hub in Northstowe. We would like support exciting, local and small businesses like this to locate themselves in Northstowe. For more info Food Hub project visit their website:

<https://cambridgefoodhub.org/>

- We have met regularly with our Community officers, the planning team and Homes England to keep up to date with plans and developments at Northstowe and to be able to feed information back to residents- one of our aims when we were elected as District Councillors was to ensure residents were kept up to date and so we have published regular information on our Facebook group, via newsletters and in our monthly Parish Council reports.
- The Northstowe Community forum, which we are now chairing, has also been a great opportunity for residents to hear from and speak to planners and developers at Northstowe. Again, we have published notes and presentations from these meetings which can be viewed on our Facebook page or we would be happy to send these to residents.
- We have been working with enforcement throughout this year to try and get on top of issues with developers and contractors breaches of planning conditions at Northstowe, which have been a significant issue for residents of both Northstowe and Longstanton. We are encouraging residents to report issues directly online as Planning Enforcement advise this is the best way to collate the data and build a record of the breaches and evidence which could be used for legal action. It appears that Enforcement have not always had all reports from residents from the first dates of construction activity which is very frustrating for residents. To directly report issues with breach of planning conditions, this is the best link: <https://scambs-framework.egovhub.net/REPORTABREACHOFLANDINGCONTROL/launch>
- Enforcement have to date issued Breach of Condition notices to the Directors of Barrett, Bovis and Linden.
- In Longstanton there have been ongoing concerns regarding water levels in the village and the Kingfisher Pond. We have agreed to arrange a meeting with Bridget Smith, the SCDC Leader to discuss these issues and what action SCDC can take to further investigate.
- We have worked with officers from the Streets Team at SCDC to address several issues across the ward- in Northstowe we facilitated, along with Community Officer Jon Northstowe, meetings to address issues with Northstowe bin collections- we hope services have now improved. In Longstanton we were finally able to get the footpaths in Clive Hall Drive cleared to allow resurfacing work by the Highways team. In Oakington we have

increased road sweeping in the village and are attempting to coordinate this with drain clearing to reduce the risk of flooding caused by block drains in the village- particular thanks should go to the Oakington EAG group for their work surveying the drains in the village.

- For Oakington the proposed Rural Travel Hub has been a major issue this year- we supported the view of the Parish Council and many residents, who responded to the consultation (including the Transport Action Group, who we would also like to thank for their work on this and other transport issues in the village) that the Hub would only be acceptable without parking and if improvements were made to bus services and cycling infrastructure. We made this case clearly to our representatives at the GCP. We are still waiting for the final decision regarding the Travel Hub but will keep residents updated.
- Improvement to community transport is a priority for us and we supported a motion at Full Council last year calling on the Combined Authority to bring forward the outcome of their strategic review of transport. We need better options for integrated public transport that makes car use a less favourable option for residents.
- We also met with Stagecoach to discuss residents' issues with existing bus services and the Busway and will continue to feedback complaints from residents.
- Finally, we would like to thank residents for their support for our summer holiday foodbank collection for the Cambridge foodbank last year. Thank you to the local businesses who supported the collections and to residents for their kind donations.

#### DISTRICT WIDE UPDATES

Our first year as a District Council in headlines:

- Given more money for mobile warden schemes
- Increased Council Tax for empty homes
- Supported local businesses to get council work
- Tailored the Localised Council Tax Scheme for Universal Credit
- Offered homes for five Syrian refugee families
- Provided Brexit help to local businesses
- Sold land for self-build
- Identified sites for more new council houses
- Produced a new homelessness strategy
- Made available a 3-year £400,000 fund for community groups
- Published a new tool kit for loneliness

- Commenced the preparation of a new joint Local Plan with Cambridge City
- Saved X3 bus service from the chop

### Governance

The Liberal Democrats won control of the Council in May 2018 and are now a 30-strong group (previously 14). There are 11 Conservatives, 2 Independents, 2 Labour. In a spirit of co-operation, we appointed an Independent Councillor as Council Chairman, and for good governance, appointed a Conservative as Chairman of the important Scrutiny and Overview Committee. A 7-strong cabinet is made up of 4 women and 3 men.

### New Business Plan

Following a public consultation, a new Business Plan covering the period 2019 to 2024 has been published, which changes the direction of the Council. We are committed to providing homes that are truly affordable for everyone to live in; to help local businesses to grow; to be green to our core and to put customers at the centre of everything we do as a modern and caring council. Check out the new Business Plan at: [www.scambs.gov.uk/businessplan](http://www.scambs.gov.uk/businessplan)

### Re-organising the Council

It became clear in putting together the new Business Plan that the departmental structure of the council would struggle to deliver on our priorities. Furthermore, studies of other district councils showed that South Cambridgeshire had fallen behind in the use of new technology and working practices essential to run a modern council. Management consultants were commissioned to carry out a review of the council and to recommend what would need to change to improve business delivery and it was made clear to the consultants that business improvement was their brief, not cost-cutting.

### Medium Term Financial Strategy

For most of the first year in control of the council, we had to work with the budget set by the previous Conservative-led administration. The council has recently approved a new budget for 2019-20, which sets the priorities for the Lib Dem administration. The council no longer receives central government grants and the amount which the council can raise from Council Tax is also capped by the government.

Our five-year financial plan has been altered to deliver more income from investments and

commercialisation with the aim of having 25% of £20 million income coming from these sources by 2024. The previous administration's plans were to reduce general reserves to less than £3 million by 2023 while we are aiming for reserves of £4.5 million by then. An inherited budget shortfall of £0.5 million has already been turned into a £1 million surplus which has gone into the General Reserve to help prepare for future uncertainties.

### Housing

One of this administrations' priorities is the provision of more council houses and a resolve to meet agreed targets for affordable housing in new developments. We are aiming to build 70 new council houses per year, and even more where possible. So far in 2019, we've completed 28 new homes, adding those plus 6 purchased council houses to our stock. We also completed 13 shared ownership houses for sale in the last year and have another 61 plus 24 shared ownership currently being built on site.

A new strategy for Housing in South Cambridgeshire has been adopted to deliver homes that are affordable, not just to buy but to live in. In addition to delivering new homes, in the right place and at the right price, we will strive to keep utility bills low by ensuring that they are as energy efficient and water efficient as they can be. We also strive to build close to places of employment to encourage walking and cycling to work as well as using public transport.

### New Investment Strategy

Our new investment strategy – new because one did not previously exist - is ensuring council taxpayers are getting the best return for the council's financial reserves. One investment; Cambridge Ice Rink is now close to being completed. Located off Newmarket Road on the edge of Cambridge but in South Cambs district, last autumn the council approved an additional loan to ensure the delivery of this high-quality community sporting venue that will benefit the health and wellbeing of residents. The ice pad will meet the requirements of the International Ice Hockey Federation, allowing visiting teams from around the world to play ice hockey there. South Cambs Council Tax payers will benefit from returns on the investment.

We moved quickly to put solar panels on the roof of the Waterbeach refuse depot to obtain the Government's feed-in tariff and purchased the lease of an office block

strategically placed in the Cambridge Science Park which is delivering nearly a 6% net yield on a £13 million investment. We have refocused Ermine Street's (the council's trading company to let homes on the open market) attention on South Cambridgeshire and the employment catchment of the Greater Cambridge sub-region to deliver properties that are not being supplied by current market conditions, such as rented homes for single people.

#### Better Pay to Attract and Retain Staff

There are a relatively high number of unfilled posts within the council (which effects customer service) and recruitment has not been helped by a squeeze on staff pay put in place by the previous administration, putting us at a disadvantage against neighbouring councils as well as the Greater Cambridge labour market. We have increased pay by 3% over the past three months, while ensuring that no South Cambridgeshire employee earns less than the real living wage. We are also considering improved non-pay employment packages. Some of the initiatives are listed below:

- Apprenticeship schemes.
- Negotiating discounts for staff, for example on public transport.
- The council has become a Disability Confident employer and an officially recognised disable friendly employer.
- We have agreed to better maternity leave rates for staff who have premature babies.
- We are starting regular staff surveys to gauge employee satisfaction and encourage ideas to improve the working environment.

#### Customer Service

Our administration has set a target of improving complaint-handling by 10% and it is hoped that this will be exceeded. The 'mysouthcambs' customer portal is being rolled out, offering our customers the means to access Council services 24 hours a day and 365 days of the year.

<https://tinyurl.com/yxscn8rf>

Although digitising council services such as 'mysouthcambs' will lead to a lower footfall at the Council offices, we have not forgotten customers who do not have access to, or cannot use, the internet and who prefer to speak to our officers. The visitor experience at the Cambourne offices is therefore to be improved and, at the same time, measures also taken to address issues that staff have raised about their personal security.

### Shared Services

Around 40% of the Council's revenue and 52% of its services are delivered by Shared Services (in cooperation with other councils) and it is apparent that when they were set up under the previous administration that insufficient attention was paid to details of governance and accountability. We are working with partners now to rectify this.

### 'Green to our core'

Our administration has pledged to become a zero-carbon district by 2050. A working group of members and officers is preparing a high-level business case for a set of energy conservation measures (such as EV charging points, solar panels over our car park and on our waste depot). We intend that our Cambourne offices will be a showcase for a Zero Carbon Council and an exemplar to our residents.

### A council with a heart

Our administration is determined to find homes in our district for 5 refugee families. The Home Office previously asked the council to help with the rehoming of refugees, and two years ago the then minority Lib Dem Group, put a motion to Council proposing this but it was voted down by the majority Conservative Group. The current Home Office scheme runs until December 2019, and we hope to be able to provide homes for these 5 families by then.

### Council grants

The committee that administers council grants has been refocussed to make it more responsive to a range of needs and interests across the district. We have put more money into the mobile warden scheme this year and another increase is promised next year. We have initiated a piece of work to look at extending the scheme across the whole district and commissioned a similar piece of work on community transport.

### GOING INTO OUR SECOND YEAR 2019-2020

As we go into our second year we have still much to do across our ward – in Northstowe, we will see the greenway and the formal park, Pioneer Park being built, work beginning on the sports pavilion, sports pitches and civic Hub, the first houses being built in Northstowe Phase 2, our first intake of students at Northstowe Secondary College and plans being submitted for Northstowe Phase 3.

In Longstanton, we will continue to work with the Parish Council to complete the outstanding areas of Home Farm.

In Oakington, we will prioritise working with the Parish Council to ensure flood attenuation is delivered for Oakington as part of the Northstowe developments.

We always welcome any feedback or suggestions on how you think we can help to grow and support our community. We are especially enthusiastic about any ideas you have on how we can achieve our aim of being 'green to the core' – be it additional tree planting, reducing plastic usage or other initiatives to make our communities more environmentally sustainable.

We look forward to another year working hard as your District Councillors and thank you again for your support.

To keep up to date with all we are doing throughout the next year, we send out email newsletters and have been post regular updates on our Facebook group. Details are here:

- Monthly email newsletter - with updates on local news as well as wider district issues which will impact us all. To sign up please go to:  
[https://www.sclibdems.org.uk/email\\_signup\\_longstanton](https://www.sclibdems.org.uk/email_signup_longstanton)  
(Note to help us manage GDPR it is easier for us to host from the LibDems webpage, but we absolutely promise this link will NOT subscribe you to LibDem news)
- For all the latest news & updates so far please go to:  
[https://www.sclibdems.org.uk/longstanton\\_news](https://www.sclibdems.org.uk/longstanton_news)
- For those on social media we have a very active Facebook group covering the whole ward here: <https://www.facebook.com/groups/2066298150052161/>
- We will also be holding regular councillor surgeries for residents who would prefer to speak with us in person, dates for the coming year to be confirmed.

# **Greater Cambridge Planning Policy Update**

**(Last updated 1 May 2019)**

This monthly update covers planning issues in the Greater Cambridge area. The planning departments for South Cambridgeshire District Council (SCDC) and Cambridge City Council (CCC) have been combined to form the Greater Cambridge Shared Planning service which serve this area.

This update gives information on:

- Live planning related consultations in Greater Cambridge, comprising South Cambridgeshire and Cambridge, to help you have your say.
- Forthcoming planning related consultations in Greater Cambridge.
- Other key planning news at local, county and national levels.

Information on any consultations that may affect people living or working in Greater Cambridge can be viewed on the SCDC [consultations](#) webpage and / or the CCC [consultations](#) webpage as relevant to the consultation concerned.

## **CURRENT CONSULTATIONS**

### **Village Design Guide Supplementary Planning Documents (SPD)**

South Cambridgeshire District Council started a consultation in April on six village design guides for Caldecote, Fulbourn, Gamlingay, Over, Papworth Everard, Sawston and Swavesey.

These have been prepared in collaboration with the village communities, under a pilot initiative funded by the Ministry of Housing, Communities and Local Government (MHCLG)'s Design Quality Fund. The aim is to provide locally specific design guidance that raises the quality of new development in the villages that sustains and enhances a distinctive sense of place.

The six week consultation began on **15 April until 31 May 2019**.

A further Village Design Guide SPD for Histon & Impington will also be consulted on later this Spring.

## **GREATER CAMBRIDGE NEWS**

### **New Joint Greater Cambridge Local Plan**

#### **Call for sites consultation**

South Cambridgeshire District Council and Cambridge City Council are starting preparation of a new joint Local Plan in 2019, as set out in the joint adopted [Greater Cambridge Local Development Scheme](#).

In February and March 2019 we carried out a 'call for sites', allowing people to suggest potential sites or broad locations for development. We have received a wide range of

housing and employment sites, in a variety of scales and locations across the district. These ranged from small sites in villages to freestanding new communities. All the sites will be tested for their suitability, and sites considered as options for inclusion in the new local plan will be subject to consultation as the Local Plan is developed.

It will be some months before we can register all of the sites submitted and make them publicly available to view on our [interactive online consultation system](#). This is partly due to the number of sites submitted and because we also consulted on the North East Cambridge Area Action Plan at the same time (on Issues and Options).

If we have any queries on your submissions we will let you know as soon as we can and allow time for any necessary additional information to be submitted.

We will include details of our progress in this monthly update.

### **Greater Cambridge Local Plan Issues and Options Consultation**

It is proposed to carry out public consultation on Issues and Options for the new joint Greater Cambridge Local Plan in the autumn 2019. We will keep you informed of the progress of the new Local Plan via this monthly update and on both [the South Cambridgeshire District Council's website](#) and [on the Cambridge City Council's website](#).

### **Bourn Airfield New Village Supplementary Planning Document (SPD)**

The newly adopted South Cambridgeshire Local Plan includes an allocation for a new village on Bourn Airfield. SCDC has commissioned Arup to prepare the SPD which will amplify the existing policy and aid its implementation. It is intended that the consultation draft of the SPD will be presented to [Scrutiny & Overview Committee](#) on 21 May and [Cabinet](#) on 5 June prior to intended public consultation during June and July.

### **Statement of Community Involvement**

In February and March 2019 we carried out a six week consultation on a joint Statement of Community Involvement (SCI) for Greater Cambridge which sets out how the councils will engage the public in the planning process.

The comments received during the consultation are being considered and will be reported to members. A report will be going to [Cabinet](#) at SCDC on 1 July 2019 and to the [Cambridge Planning and Transport Scrutiny Committee](#) on 25 June recommending the adoption of the SCI.

You can view the consultation documents and (once all the comments have been registered) all the responses online using the [interactive online consultation system](#).

More information appears on [the South Cambridgeshire District Council website](#) and [the Cambridge City Council website](#)

## **NEIGHBOURHOOD PLANNING NEWS IN SOUTH CAMBRIDGESHIRE**

### **Cottenham Neighbourhood Plan**

Cottenham Parish Council submitted a draft Neighbourhood Plan for Cottenham to SCDC on 15 January 2019. SCDC carried out a six week consultation on the draft plan ending on 25

March 2019. You can view the consultation documents and all the responses online using the [interactive online consultation system](#).

SCDC has now appointed an independent examiner, Andrew Ashcroft, to carry out the examination of the Plan. If successful through examination the Plan will proceed towards a referendum. The Plan is available to view on SCDC's [Cottenham Neighbourhood Plan webpage](#).

## REGIONAL

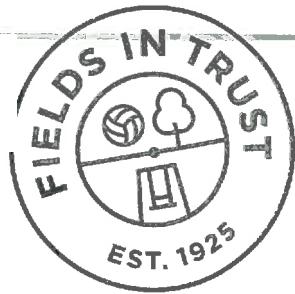
### [\*\*Emerging Minerals and Waste Local Plan\*\*](#)

Cambridgeshire County Council and Peterborough City Council are in the process of reviewing their joint Minerals and Waste Development Plan.

They are now consulting on the Further Draft Plan. The consultation runs until 9 May 2019.

The Councils have put together some [summary slides](#) which provide an overview of the draft Plan. Their Plan includes a suite of draft policies for guiding the determination of planning applications for minerals and waste and safeguarding sites across Cambridgeshire and Peterborough. All proposed designations and allocations can be found on the [Interactive Policies Map](#).

# Appendix 19



## RECEIVED

Ms Libby White  
Longstanton Parish Council  
The Village Institute  
24 High Street  
Longstanton, Cambridgeshire CB24 3BS

15 APR 2019

9 April 2019

Dear Libby,

Fields in Trust  
Woodstock Studios  
36 Woodstock Grove  
London W12 8LE  
  
020 7427 2110  
[www.fieldsintrust.org](http://www.fieldsintrust.org)



Patron  
HM The Queen  
President  
HRH The Duke of Cambridge KG KT

## ANNUAL GENERAL MEETING 2019

The Council of Fields in Trust is pleased to inform you that the 2019 Annual General Meeting will be held on **Tuesday 4<sup>th</sup> June at 1.30pm**.

We look forward to welcoming our valued Members to this meeting. The AGM will be held at the Fields in Trust office, Unit 2D Woodstock Studios, 36 Woodstock Grove, London W12 8LE. If you would like to attend, please RSVP by **Tuesday 21<sup>st</sup> May** using the enclosed form. This form is also important as we use it to ensure we have the most up-to-date contact details for you; thank you for taking a moment and completing it in full and returning it to us by email at [friends@fieldsintrust.org](mailto:friends@fieldsintrust.org) or to the FREEPOST address on the RSVP form.

Our Team will be on hand to answer any questions you have on a variety of topics ranging from protection of parks and green spaces to using social media to fundraising. If you would like to book a 20 minute slot with one of the Team please email [friends@fieldsintrust.org](mailto:friends@fieldsintrust.org) with your questions and we will try to accommodate you. These sessions will take place after the AGM from approximately 2.30pm.

In the interest of saving paper, all documents are available to download at the following web address [www.fieldsintrust.org/agm](http://www.fieldsintrust.org/agm). If you would like hard copies of these documents please do not hesitate to contact us at [friends@fieldsintrust.org](mailto:friends@fieldsintrust.org) or on **020 7427 2110** to request a set.

## ELECTIONS TO COUNCIL

Each year one third of the current Council membership becomes eligible for election. This year the retiring Council Members are Paul Garber, Debbie Jevans CBE, Carlotta Newbury and Tim Phillips CBE. Retiring Members may stand again for re-election. There is one vacancy on the Council, and a recent skills audit identified that a Trustee with expertise and experience in Fundraising or Policy-making is needed to strengthen and broaden the skills of the Council.

Only paid up individual Members of the Association are eligible to stand for Council and, if elected, serve a three-year term. Candidates for Council membership must be nominated and seconded by Members of the Association. Nomination forms are available to download at the aforementioned URL and should be returned to the Chief Executive and General Secretary by **5pm on 26<sup>th</sup> April 2019**.

## **RESOLUTIONS**

Members are invited to put forward resolutions for consideration at the AGM. The form is available for you to download at the web address detailed in this letter and you can return it with your RSVP to the FREEPOST address, or email it to us at [friends@fieldsintrust.org](mailto:friends@fieldsintrust.org).

All completed resolution forms must be received by the Chief Executive and General Secretary in writing no later than 5pm on 26<sup>th</sup> April 2019.

## **PROXY VOTES**

Paid up Members who are unable to attend the AGM may arrange with the Chief Executive and General Secretary for the Chairman of the meeting or another paid up Member to act as their proxy. Proxy votes will only be required for resolving matters that arise during the course of the meeting. A proxy nomination form will be available online by the next mailing, which will reach you in May.

Fields in Trust has been a Member-driven organisation for 90 years; almost since we were founded in 1925. We depend on the support of our Members to help us continue to champion the 2,800 parks and green spaces that we protect. Your exclusive newsletter is also enclosed and I hope you will join us for our AGM and work with us on behalf of all the parks and green spaces across the UK.

Yours sincerely,



**Helen Griffiths**  
Chief Executive and General Secretary

### **Documents enclosed:**

**AGM RSVP Form**  
**Member Newsletter**

### **Documents Available Online:**

**AGM Agenda**  
**AGM RSVP Form**  
**2018 Minutes**  
**Nomination Form – Council Member**  
**Resolution Form**  
**Trustees' Report and Accounts 2018**

# Annual General Meeting 2019

## RSVP Form



Please complete this form in full to inform our Membership team of your most up-to-date contact details and to RSVP to the Annual General Meeting 2019.

Please return this form by **21<sup>st</sup> May 2019 latest** to the FREEPOST address below.

Your Name: \_\_\_\_\_

Your Membership Number: \_\_\_\_\_

Your Organisation's Name (if applicable): \_\_\_\_\_

**To cut down on administration costs, Fields in Trust would prefer to contact you via email in future. If you are happy to provide your email address, please do so here:**

Email: \_\_\_\_\_

If you would like to receive the Fields in Trust free monthly ezine, please tick here

*For Corporate and Organisational members, please provide the main point of contact if it is not addressed in this letter, to ensure our records are up to date.*

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RSVP

Yes, I / We will attend the Fields in Trust AGM on 4<sup>th</sup> June 2019

No, I / We will not attend the Fields in Trust AGM on 4<sup>th</sup> June 2019

Signed \_\_\_\_\_

Please complete this form and return to our FREEPOST address (no stamp required) by **Tuesday 21<sup>st</sup> May 2019**: FREEPOST RTTK-USCX-JKYL, Fields in Trust, Unit 2D Woodstock Studios, 36 Woodstock Grove, London, W12 8LE. You can also email this form to [friends@fieldsintrust.org](mailto:friends@fieldsintrust.org).

**Thank you!**

# FIELD NOTES

SPRING 2019



## Love your local park and celebrate summer in our glorious green spaces

Get involved with our summer-long celebration of parks and green spaces and champion what your local park means to you

CHAMPION

Fields in Trust will be celebrating our parks and green spaces with a series of events and activities lasting all summer long.

Thursday 30th May is the opening of nominations for the 2019 UK's Best Park award. Tell us why your park is so special to you by Sunday 30th June: nominating is simple – just a few words and a photograph then encourage your local community to get behind your favourite park and vote for it when voting opens in July.

Have a Field Day on Saturday 6th July will see thousands of people at hundreds of community events in parks, playing fields, public gardens and green spaces across the country – you are invited to join a UK-wide movement of park lovers who will be getting together with friends



and neighbours to celebrate with a picnic at their local park. Register online to get involved: [www.fieldsintrust.org/have-a-field-day](http://www.fieldsintrust.org/have-a-field-day)

Throughout the summer we will be featuring a number of themed weeks where our website and social media will be full of content celebrating the many different ways people use and enjoy local green spaces – whether for play, for sport or simply the enjoyment of nature. Each week we will be delivering interesting facts with our #WednesdayWisdom and featuring a local example of someone or somewhere going the extra mile for local parks and green spaces.

We will also be asking you, our Friends and supporters, to do "One Small Thing" each week and share information, observations and ideas about your local green space so we can build a UK-wide picture of the importance of parks and green spaces to demonstrate why they should be protected for community use, forever.

The summer programme will conclude with the celebration of the best park in each of the four Home Nations, crowned by the award of the UK's Best Park to the green space achieving the most public votes.

To ensure you are up to date with our summer celebration of parks sign-up to receive our regular e-bulletins and make sure you are following us on social media, @FieldsInTrust.



Recognising  
community  
contributions



Active Spaces investing in healthy communities

Participating  
in public policy  
for parks

REVALUING  
GREEN  
SPACES

Have a Field Day

Saturday 6th July

Plan a picnic at your park or green space this summer



Have a Field Day is all about having fun at your local park with friends, family and the community. On Saturday 6th July thousands of people will be coming together at hundreds of events on parks and green spaces across the UK.

You can get involved by attending an event or organising your own! Whether its a picnic, sports day or party, let us know how you'll be celebrating by registering your event online today!

[www.fieldsintrust.org](http://www.fieldsintrust.org)

## Play Builds Children: new policy paper

Fields in Trust is a member of the Children's Play Policy Forum alongside specialist play agencies from the four Home Nations. The Forum has recently published a joint statement, "Play Builds Children", setting out the belief that play is a powerful builder of happy, healthy, capable children and that the benefits of play, particularly outdoor play, have a positive impact on families and communities. The full statement can be downloaded via the policy responses page on the Fields in Trust website.



## FUTURE PROOF PARKS



### Future Proof Parks: investing in heritage

Fields in Trust is participating in a National Lottery-funded programme, partnering with Groundwork and the National Youth Agency. The project, Future Proof Parks, is supporting Friends of parks groups and local young people to work together in a series of innovative projects which will protect heritage parks and widen the understanding of their importance. Crucially the project aims to encourage young people to get involved with Friends of parks groups and increase the numbers and range of community members who volunteer to support their local parks and green spaces.

### London Marathon: thanks to our runners

Thank you to Summen Kashif, Keeley Ryan, Petra Morris and Michael Ndlovu who are each running the London Marathon to raise money for Fields in Trust – we are very grateful for their efforts and their support. Have you ever thought you might want to try something like the London Marathon or take on another challenge? Visit our website or contact us to talk about how we can support you to participate in a running, walking or cycling challenge and help us protect parks and green spaces with the funds raised.



## Active Spaces: Investing in healthy communities

Four green spaces share £100,000 in capital improvement grants to help more people get active

### PROTECT

The Active Spaces programme, funded by the London Marathon Charitable Trust, is supporting 50 communities across the UK to visit their local parks and get more active. Of these, four are set to benefit from £100,000 of investment to enhance the green spaces and encourage even more people to use their local parks.

The four recipients of a capital award of £25,000 each are **The People's Park** in Ballymena where Mid & East Antrim Borough Council will improve already popular walking routes within the park and create a trim trail and community garden. Additional outdoor fitness equipment manufactured from natural timber will ensure The People's Park retains its scenic environment in the most beautiful areas of the park.

Edinburgh City Council will be installing an outdoor gym in **West Pilton Park**, to the



Community gardening project at The People's Park in Ballymena, County Antrim

north of the Scottish capital. The new gym will provide a focus for physical activity in the park enabling groups to meet for exercise in their own time and at no cost.

In south Wales, Rhondda Cynon Taf County Borough Council are undertaking extensive improvements in **Gelligaled Park** and encouraging greater informal sport and active recreation, including a 'Learn and Burn' trail; walking and running routes; bike trails; a family fun area and a wellness zone.



Participants in the boxercise activation sessions at West Pilton Park in Edinburgh

Knowsley Council in Merseyside are redeveloping **Halewood Park**. This well-used green space will be upgraded with a new cycle, walking and exercise route, improved seating and an accessible entrance way. Planned work will make the woodland areas more attractive to visitors and diversify wildlife habitats.

Each of these capital awards will enhance a vibrant green space to encourage good health and physical activity. Well-designed and well-maintained accessible green space can have a positive impact on public health.

Recent research by Fields in Trust demonstrates the significant health and wellbeing benefits for those who visit parks and green spaces regularly. These spaces save the NHS around £111m each year from prevented GP visits alone, excluding



Cricket outfield at Gelligaled Park in Ystrad Rhondda, Rhondda Cynon Taf

any additional savings from prescribing or referrals. Encouraging those who do not currently use parks regularly to do so could save further health expenditure.

Learning from these insights, the Active Spaces programme is supporting physical activity projects to inspire the most inactive communities to get active and use their



Exercise routes which will be upgraded at Halewood Park in Knowsley, Merseyside

local outdoor spaces. Funded by the London Marathon Charitable Trust this programme combines the protection in perpetuity of green spaces together with revenue funding to engage inactive people on those spaces.

# Participating in public policy for parks

Parks and green spaces rise up the policy agenda both locally and nationally

## CHAMPION

Since the publication, in May 2018, of our research report *Revaluing Parks and Green Spaces* the issue of the nation's green spaces has seen extensive press and media interest and the ongoing engagement of policymakers in Westminster, Edinburgh and Cardiff.

### Research Findings

Our research demonstrates the economic value of the health and wellbeing benefits generated by parks and green spaces. Using

about their future. *Revaluing Parks and Green Spaces* shows that £34 billion of health and wellbeing benefits are provided annually. Our research was cited in the Mail on Sunday's 'Save Our Parks' campaign.

### Social Policy Issues

In recent months our much-loved parks and green spaces have been identified as part of the solution to a wide range of social policy issues. Parks can help deliver improved physical health, support mental wellbeing, tackle childhood obesity, facilitate community integration and combat loneliness, yet still budgets for maintenance are under pressure and green spaces are being lost to development.

These concerns and others have been addressed through our role as a founder member of the Ministry for Housing, Communities and Local Government's Parks Action Group where we are leading on one workstream and playing an active member role in many others. Our research findings were welcomed by **Rishi Sunak MP**, the Parks and Green Spaces Minister at the Westminster Parliament and have helped inform the work of the Parks Action Group in reviewing a sustainable future for parks and green spaces. An event at the Welsh Assembly with **Hannah Blythyn AM** shared the findings. Our research insights were also used as the basis of our written and



oral evidence to the Local Government and Communities Committee session on access to green space at Scottish Parliament and have been presented at numerous other conferences and seminars.

### Policy Consultation

As well as our role on the Parks Action Group we continue to contribute to a range of policy consultations with key stakeholders including Sport Wales, the Ministry for Housing, Communities and Local Government, DCMS and the Welsh Government. We have also been working with other parks and green space sector organisations as a founder signatory to a Charter for Parks (pictured above).

Fields in Trust doesn't only act as a legal custodian of protected green spaces, we also champion all parks and green spaces through our policy and insight work, encouraging stakeholders to revalue our much-loved parks for the benefits that they contribute to communities across the UK.



The 'Save Our Parks' campaign by the Mail on Sunday has cited our *Revaluing Parks and Green Spaces* research as well as featuring Centenary Fields.



HM Treasury approved methodology, it provides a new way to quantify the positive financial benefit of parks and green spaces to help support more informed judgements

## Celebrating community contributions to sport and physical activity

Fields in Trust are working with our friends at Groundwork and sponsoring an award to celebrate the work of local community groups that are increasing participation in sport and physical activities.

Whether as part of a team or as an individual, being physically active improves physical health and mental wellbeing. Increasing the number and extending the range of regular participants and volunteers as part of a community programme binds people together with their neighbours and friends. From running or cycling clubs, walking football, wheelchair basketball, sessions at the outdoor gym club or community sports days, whatever the activity, they all provide opportunities for communities to come together and undertake enjoyable leisure activities that can improve health and wellbeing.

Speaking about the award, Fields in Trust Head of Programmes, Angela Lewis, said: "We know that many people begin their physical activity journey in local parks and green spaces. We are delighted to be partnering with Groundwork on this award to recognise the community projects which have inspired the most inactive communities to get physically active and use their local parks. Fields in Trust is committed to protecting these spaces for future generations to use and enjoy."

Applicants will be expected to provide details on how the project began, the initiatives they have implemented, how the project has

benefited the local community and any plans for future development. Groups will be asked for evidence, personal stories and quotes from community participants to support their application.

To apply visit the Groundwork website: [www.groundwork.org.uk](http://www.groundwork.org.uk)

2809

UK spaces protected



Scotland	273
Northern England	490
Northern Ireland	27
Wales	288
Central England	599
London and East England	600
Southern England	532

# Mid and East Antrim Borough Council securing spaces for future generations

Northern Irish council unveils Centenary Fields plaque at Ballymena's War Memorial Park

PROTECT



War Memorial Park in Ballymena has become the latest space in Mid and East Antrim to be protected in perpetuity with Fields in Trust. Nine parks and green spaces across the borough are now secured for future generations, making Mid and East Antrim Borough Council one of only two local authorities in Northern Ireland, along with Belfast City Council, to have participated in each of Fields in Trust's protection programmes.

The space, which is protected as part of the Centenary Fields programme, was gifted to the town in 1917 and was formally opened as a Memorial Park by Major-General Sir Oliver Nugent in November 1924. The park's war memorial lists the names of the 491 people from Ballymena and surrounding areas who gave their lives during World War I. Located close to the centre of Ballymena it is a tranquil place for quiet reflection and remembrance for local residents.

A plaque marking the protection was unveiled by Mayor of Mid and East Antrim, Cllr. Lindsay Millar, as part of a recent ceremony. Speaking about the dedication, Director of Operations at Mid and East Antrim Borough Council, Philip Thompson, said: "*Protecting this park will not only leave a living remembrance, but it will provide the surrounding community with an invaluable green space which they can enjoy all year round*".

Ballymena's War Memorial Park is one of three spaces across the borough secured as Centenary Fields. Bentra Golf Course and Whitehead Diamond Jubilee Wood was protected early in the centenary commemorations and during World War I was site of Whitehead Aerodrome, the first military aviation facility in Ireland. Inver Gardens Memorial Park is home to Larne's war memorial which consists of a large cenotaph remembering the 147 people from the town who gave their lives during World War I.

It is not just through the Centenary Fields programme that Mid and East Antrim Borough Council have been working to secure their parks and green spaces over recent years, however. The borough has benefitted from £40,000 of investment in three spaces as part of Fields in Trust's Active Spaces programme, funded by the London Marathon Charitable Trust.

As well as being protected in perpetuity, Dixon Park in Larne and Shaftesbury Park in Carrickfergus each received £5,000 through the programme to deliver activation sessions targeted at inactive groups within the local community. The People's Park in Ballymena, located less than a mile from the War Memorial Park, is the third space in Mid and East Antrim protected as part of Active Spaces and in addition to their £5,000 activation grant, which has funded "Spring in to Summer" activity sessions for the community, has received £25,000 in capital funding to improve already popular walking trails within the park and create a trim trail.

Fields in Trust's work in Mid and East Antrim dates back to 1940 when green space off Larne Road in the south of Ballymena was laid out as a King George V Playing Field. More recently Sandy Bay Playing Fields in Larne and Eden Playing Fields were protected in perpetuity as part of the Queen Elizabeth II Fields programme.

# Protecting the green, green grass of home

Pledge to safeguard green fields

By Will Smale

GREEN campaigners have stepped in to help preserve the playing fields of South Wales from the threat of development.



## HOME NATION HISTORY

### MILESTONES IN WALES AND NORTHERN IRELAND

In recent months Fields in Trust has marked a couple of significant milestones in our UK-wide representation.

In September 2018 Fields in Trust Cymru celebrated the 20th anniversary of the opening of its dedicated presence in Wales. Against a backdrop of devolution and the opening of the first elected Welsh Assembly, Fields in Trust, then known as the National Playing Fields Association, established a permanent presence in the country for the first time in September 1998.

We have produced an interactive archive, showcasing our achievements in Wales over the last two decades which can be explored online:

[www.fieldsintrust.org/wales](http://www.fieldsintrust.org/wales)

This year is the 90th anniversary of the foundation of our work in Northern Ireland. It was on 15th March 1929 that a meeting was convened in Belfast to establish a Branch of the National Playing Fields Association to advance the 'playing fields movement' in Northern Ireland. In the time since 29 spaces have been protected in perpetuity, including the football pitch where George Best first kicked a ball as a young boy.



## Green Spaces for Good

Friends of Fields in Trust contact: Shannon Newton  
E: friends@fieldsintrust.org

Fields in Trust  
36 Woodstock Grove  
London W12 8LE

T: 020 7427 2110  
E: [info@fieldsintrust.org](mailto:info@fieldsintrust.org)

[www.fieldsintrust.org](http://www.fieldsintrust.org)

## A14 Cambridge to Huntingdon Improvement Scheme April to May 2019

### Section 1 and 2 – Alconbury & Ellington to East Coast Main Line

Section 3 - East Coast Main Line to Swavesey

Sections 4 and 5 - Swavesey to Milton

Section 6 – Huntingdon

#### Traffic Management:

**Sections 1 and 2:** Overnight closures continue on the A1 for work on signage, lights and gantries and on the eastbound A14 at Ellington for gantry construction.

There will be a closure of the westbound A14 from 9pm on Friday 17 May until 6am on Monday 20, after which westbound traffic from Brampton Hut will be diverted over the new Ellington junction bridge before returning to the main carriageway.

**Section 3:** Further closures of the B1043 Offord Road are scheduled for Saturday 1 June and Sunday 2 June for the completion of junction surfacing works. Times will be confirmed nearer the time.

**Sections 4 & 5:** Construction work on the westbound exit slip at junction 28 will commence in mid-May. We will send you full details closer to the time.

Narrow lanes and the 40mph speed limit on the A14 between the M11 junction at Girton and Dry Drayton remain in place in preparation for construction works.

#### Construction Activities:

**Sections 1 & 2:** Good progress has been made on the new Ellington junction and a key stage will be reached on the 20 May, after the weekend closure above. From early on 20 May, traffic will be using the new Ellington bridge (which crosses the new A14) and the associated roundabout to continue the journey towards Kettering. Moving traffic in this way will release a further section of the new junction to the construction team.

The new access to the Mick George depot, High Harthay Outdoor Pursuits Centre and neighbouring properties will be from the new southern roundabout at this junction.

Eastbound A14 traffic will be redirected through the new Ellington junction in early June, allowing the temporary stretch of the A14 to be removed.

**Section 3:** Surfacing of the main carriageways on Huntingdon southern bypass is progressing well and is scheduled for completion by later summer. Drainage works are almost complete and highway communications work is well underway, with ducting and sign gantry installation continuing across the section. Safety barrier and traffic sign foundation works will start shortly.

Landscape planting has commenced and fencing works continue. We have planted certain shrubs and trees earlier than usual in selective locations, with the majority of planting scheduled to take place in the next autumn planting season.

You can contact us on our dedicated A14 Public Helpline 0800 270 0114  
Scheme information is also available at our website

[www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H) and you can also follow us at:



## A14 Cambridge to Huntingdon Improvement Scheme April to May 2019

Track construction is well underway, providing essential access for farmers and landowners whose land lies close to the road.

We're carrying out finishing work on side roads at bridge locations in preparation for the handover to Cambridgeshire County Council. The last bridge at New Barns Lane, is progressing well. The picture below shows the huge bridge beams being lowered into place in early April.



**Sections 4 and 5:** Construction of the new Bar Hill junction is progressing well. One half of the new junction will be opened to traffic in June, after which we'll demolish the old bridge. Further details will be shared closer to the date.

Just after Easter we opened the westbound on-slip at the new Swavesey junction. This uses part of the permanent slip road alignment as well as a short temporary cross-over section to take traffic onto the westbound A14 from the roundabout at Cambridge Services. The old entrance onto the A14 at this point is now closed.

Carriageway widening continues on the Cambridge Northern bypass at Milton. Work here includes modifying the bridge at Kings Hedges, with the installation of new beams to allow widening of this structure.

Construction of the embankments and road widening at the eastbound exit slip roads at junctions 32, Histon and 33, Milton, started in late March. Work at junction 32 will include constructing a retaining wall around the north-west side of the junction and

You can contact us on our dedicated A14 Public Helpline 0800 270 0114  
Scheme information is also available at our website  
[www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H) and you can also follow us at:



## A14 Cambridge to Huntingdon Improvement Scheme April to May 2019

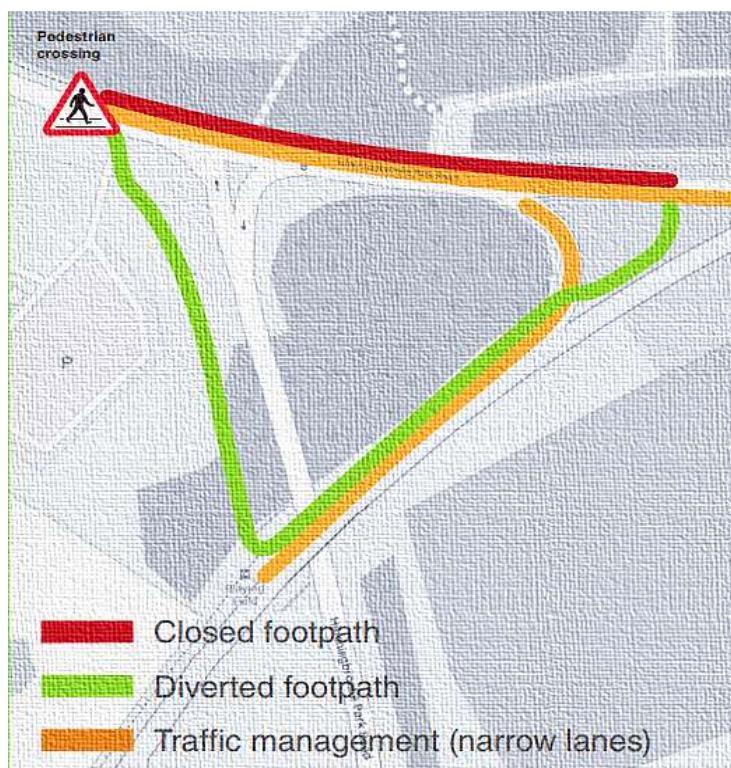
will take approximately eight weeks to complete. Cambridge Water diversion works on the B1049 at its junction with the A14 westbound entry slip continue

**Section 6:** Preparatory work continues, including archaeological excavations on Mill Common along the route of what will be the Pathfinder Link Road into Huntingdon. A substantial amount of our archaeology has been completed, allowing us to prepare areas closest to the ring road for the diversion of utilities. (See below for details of the Mill Common Archaeology Open Day). Trial holes dug in the Landro car park have helped the team understand the ground conditions beneath the viaduct.

We are preparing an access road in Hinchingbrooke Loop to allow for the construction of a drainage pond.

The footpath between the traffic lights opposite Hinchingbrooke school and the crossing near Brampton Road will be closed temporarily in mid-May, when the utility companies begin work to excavate and divert the utilities cables which are buried beneath the footpath. The footpath will be re-routed and the lanes of Hinchingbrooke Park Road and Brampton Road will be narrowed during this work, which should be completed within twelve months. Access to Hinchingbrooke estate, Hinchingbrooke School, Hinchingbrooke Hospital and for emergency services will always be maintained under traffic light control.

Please refer to the diagram below:



You can contact us on our dedicated A14 Public Helpline 0800 270 0114  
Scheme information is also available at our website  
[www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H) and you can also follow us at:



## A14 Cambridge to Huntingdon Improvement Scheme April to May 2019

### Archaeology

The beautiful Iron Age gold coin pictured below was amongst the discoveries made by our archaeologists from MOLA Headland (MHI) during last year's excavation of a site beside the A14. The dig revealed a complex settlement occupied from the middle Iron Age to the end of the Roman period.

This rare coin was lost more than two thousand years ago before being uncovered in a field boundary ditch by a delighted archaeologist.



The design, a stylised horse, made up of smooth curved lines, with the head to the right, is typically Celtic and reminiscent of the Uffington White Horse on the high chalk downland in Oxfordshire, pictured below.



It's a remarkably well-preserved example of a Gallic War Uniface made between 57 – 55 BC by the Ambiani tribe who lived around what is now Amiens in the Somme area of modern-day France.

Thousands of similar gold coins were minted by the Ambiani to fund a resistance to the invading forces of Julius Caesar during his Gallic Wars campaign.

When Caesar invaded Britain for the second time in 54 BC, British tribes would have imported the coins from the Gauls for the same purpose.

This is the only gold coin of this particular mint found on the scheme or in Britain. It's unlikely it would have been used as currency after the emperor Claudius' troops invaded Britain in 43 A.D., as after 97 years, its monetary value would have diminished, but it would have been valued as bullion.

Its modern value for archaeologists lies in what it can tell us about precise dates and who occupied or passed through a site, providing information about trade networks, belief systems and leadership.

You can contact us on our dedicated A14 Public Helpline 0800 270 0114  
Scheme information is also available at our website

[www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H) and you can also follow us at:



## A14 Cambridge to Huntingdon Improvement Scheme April to May 2019

If you'd like to find out more about Archaeology on the A14, why not come along to our **Open Day** on Saturday 18 May 2019 from 10 am to 3 pm at Mill Common, Huntingdon. There will be free guided tours of the site every 30 minutes between 10 am and midday and from 1pm until 2.30pm. Visitors should wear sturdy shoes or boots.

Following our successful open day last December, we will reveal findings in the southern part of the site, including a cobbled road, ditches and pits, Romano-British, Medieval and Post Medieval pottery, animal bones and evidence of later activity.

Visitors to the site will be able to see more of the finds and meet our archaeologists.



For further information, please contact:

Steve Sherlock, A14 Archaeology Lead A14 on 07804 698322 or the A14 public helpline (0800 270 0114).

Please note there is no parking available on site

### A14 Mobile Visitor Centre

Our mobile visitor centre will be open for visitors at Truckfest Peterborough on 5-6 May and the Street Chilli Fest in Huntingdon on 18 May. We'll also be at Bar Hill Tesco on 23 and 29 May to answer local residents' questions about the scheme's progress in this area.

If you'd like to book a visit to your village or town, please email:

[a14cambridgehuntingdon@highwaysengland.co.uk](mailto:a14cambridgehuntingdon@highwaysengland.co.uk)

You can contact us on our dedicated A14 Public Helpline 0800 270 0114  
Scheme information is also available at our website  
[www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H) and you can also follow us at:



**From:** CAPALC <accounts@capalc.org.uk>  
**Sent:** 29 April 2019 12:00  
**To:** clerk@longstanton-pc.gov.uk  
**Subject:** NALC Chief Executive Bulletin - 26/04/19

[View this email in your browser](#)



**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils



## **NALC Chief Executive Bulletin - 26/04/19**

### **Judicial review outcome**

I'm delighted to let you know the court has concluded a decision by Slough Borough Council to abolish two parish councils was flawed and should be quashed. The recent judicial review case of Britwell Parish Council v Slough Borough Council has given us some helpful guidance on the interpretation of the law and government guidance on community governance reviews – hopefully, this will also deter other principal authorities! Well done to all colleagues involved in supporting the parish councils, especially colleagues at the Berkshire Association of Local Councils. We will be updating our own legal guidance in due course, and you can read the court judgment

at <https://www.bailii.org/ew/cases/EWHC/Admin/2019/998.html>

### ***The Telegraph article on local elections***

Some of you will have no doubt seen [\*The Telegraph\*](#) on 23 April about the forthcoming local elections and reports of councils struggling to fill seats. While the story is behind the paywall I thought you might be interested in the quote they used from me: “We are pretty upfront about the challenges that the forthcoming local elections faces, given what’s happening in Westminster and the fact people lead such busy and changing lives, but it is far from doom and gloom. We already have across the country more than 100,000 people, real hyperlocal heroes, who are spending their time and energy helping their communities. This should be celebrated and recognised more. But reform is needed to the whole local election process and better collection of national data, and NALC will continue to press the government and other organisations such as the Electoral Commission on these. Local councils are actually becoming one of the most important parts of local government as they are closest to the people and covering the issues that really matter in a time of real disenchantment. They are the only growing part too as several are created each year.” Over the Summer we plan to undertake another review of the local elections in tandem with the Diversity Commission, so do look out for that which I’d really appreciate your help with.

### **Consultations**

There's still time to tell us your views on two consultations which are underway on audit and highways. Next week we will be responding to the [National Audit Office Code of Practice](#) consultation, you can read more in our [news story](#) but do get your skates on and send comments by close of play on 30 April to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk). We'll also be responding to the Department for Transport [consultation on Traffic Commissioners](#), more time on this one and again views to Chris by 11 June 2019, [click here](#) to read the news story. We recently submitted a response to the Housing, Communities and Local Government Select Committee Inquiry into Local Government Finance, log in to the members' area of the NALC website [here](#) for our response.

## **Borrowing approval guidance**

This week we've added to the [Development Tools section](#) of the member's area of the website five really helpful documents which local councils should refer to when submitting an application for borrowing approval. These include a presentation from Shafi Khan, Ministry of Housing, Communities and Local Government to the recent county officers finance day, a handy tips sheet, a hints and tips note, a resident questionnaire, and a template cash-flow forecast table.

## **CiLCA Trainers Forum**

Our policy officer, Jessica Lancod-Frost, attended the latest Certificate in Local Council Administration (CiLCA) Trainers Forum held in Birmingham yesterday. Over 25 recognised CiLCA trainers came together with Elisabeth Skinner and Di Morgan from the Society of Local Council Clerks (SLCC) and experienced trainer Kim Bedford to discuss a range of issues including the latest report from the awarding body Ascentis, linking CiLCA to the Local Council Award Scheme, quality assurance of training and how to handle multiple referrals for the same module.

## **Salisbury litter free**

Following our recent visit to Salisbury, it came as no surprise to me, nor Cllr Keith Stevens our vice-chairman (finance), the city is the [cleanest place in England and one of the best places to live!](#) Well done everyone at the City Council.

## **Management Board minutes**

Just to let you know the draft minutes of the meeting of the Management Board held on 2 April are now available in the member's area of the [website](#) (login required).

## **And finally...**

One of the quickest ways to keep up-to-date with NALC is by following us on [Twitter](#). Whilst it has its fair share of critics, it's the best place to find the latest NALC news, conference updates and speaker announcements, promotional offers on publications, campaign videos, useful funding opportunities and more. You can follow NALC on [Twitter](#), [Facebook](#), [YouTube](#) and [Instagram](#).

**Jonathan Owen**

**Chief Executive**

**NALC**



Cambridgeshire & Peterborough Association of Local Councils (CAPALC)

PO Box 181, St Ives, PE27 9DR Tel: 01480 375629

Email: [accounts@capalc.org.uk](mailto:accounts@capalc.org.uk)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

This email was sent to [clerk@longstanton-pc.gov.uk](mailto:clerk@longstanton-pc.gov.uk)

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

CAPALC · PO Box 181 · St Ives, Cambs PE27 9DR · United Kingdom



## Issues Log

10 issues were reported to LPC, by residents during April 2019

Date	Issue	Additional Information	Action taken	Outstanding
05-Apr-19	Potential dead tree on LAP	Email received stating that there may be a further dead tree on LAP	Clerk to inspect tree	To inspect tree
10-Apr-19	Parking on Double Yellow Lines	Email received informing of MJS Construction parking on double yellow lines and general bad driving	Email sent to company asking who to communicate with.	Waiting for company to come back
11-Apr-19	Travellers on Rec Extension	Email received asking what is being done to remove the travellers and to stop them coming back	Clerk emailed resident with update	Complete
12-Apr-19	Travellers on Rec Extension	Email received, to inform the PC of travellers and highlight the use of the field as a toilet	Clerk has spoken to resident and explained that this can be reported to Environmental Health	Complete
13-Apr-19	Balfour Beatty on Double Yellow Lines	Email received, with photo, showing Balfour Beatty vehicle parked on the double yellows outside Co-op	Clerk forwarded the information on to the relevant person for them to action.	Complete
14-Apr-19	Travellers on Rec Extension	Email from resident asking if parking on Rec Ext is authorised	Clerk emailed resident with update	Complete
16-Apr-19	Travellers on Rec Extension	Email from resident asking if parking on Rec Ext is authorised	Clerk emailed resident with update	Complete
27-Apr-19	PA Collacott van parked on double yellow lines	Email received from resident with details of vehicle parked on double yellow lines	Clerk emailed company to ask them to action	Complete
29-Apr-19	Parking on Double Yellow Lines	Email received with registration of unmarked vehicle parked on double yellow lines	Clerk contacted local company but not theirs.	Complete
30-Apr-19	Harlaxton on Double Yellow Lines	Email received about vehicle parked on double yellow lines	Clerk emailed company to ask them to action	Complete