

NDP Conduct and Process

Turvey Parish Council 24/09/2020

Abbreviations

TPC	Turvey Parish Council
NDP	Neighbourhood Development Plan
NDPSG	Neighbourhood Development Plan Steering Group
ToR	Neighbourhood Development Plan Steering Group Terms of Reference (Appendix 1)
CoC	Turvey Parish Council Code of Conduct (Appendix 5)
SO	Turvey Parish Council Standing Orders (Appendix 6)

Foreword and Motion

Sue, Can I please ask that tonight ALL VOTES TO BE NOTED IN THE MINUTES, both councillor and direction.

As per Standing Order 3 R. I would also ask that the Chairman casts his vote ahead of the rest of the council and in the event of a tie, exercises his casting vote.

Before I start, I would just like to thank the members of the NDPSG for their work and effort so far and in getting us to the stage we are currently at. I believe, the Parish absolutely does need a plan to set itself for a better future. **However, as a Parish councillor and we, as the TPC, are charged with making sure the plan is the absolute best it can be, for the entire community.** The points I will raise tonight are to ensure the TPC is happy that the plan has been created with the appropriate due diligence and following all the correct procedures and processes. By not doing so we will only leave ourselves open to challenge.

Having had many discussions with worried Parishioners, I feel, the TPC must discuss and address the issues they have raised with me.

To ensure the TPC councillors show a united understanding of the concerns raised, I hereby propose we discuss the points raised and look to solidify our stance by proceeding to;

- Have a vote of confidence in the NDPSG process and conduct
- Have a vote of confidence in Cllr Jenkins as Chair of the NDPSG.

By doing so the TPC will either accept that the process has been followed as the terms of reference lay out or accept that there are further questions to be answered and additional measures needed to rectify the situation.

Reference should be made to the NDPSG ToR, agreed with the TPC at the start of this process, July 2017 (appendix 1) along with the TPC CoC and SO (appendix 5 and 6). I ask you all to read and digest them. Councillors may also wish to remind themselves of the Nolan Principles of Public Life, part of the CoC, found on page 34.

1 . Communications

a. Clarity of T11

T11 states clearly

“New development must have no significant adverse impact on traffic safety, road and on-road parking capacity, in particular on the following identified congestion points:

*Bridge Street;
High Street;
Bedford Road (Station End);
Carlton Road;
Newton Lane,
Junctions with the A428.*

Development must include sufficient off-road parking to support the size and type of properties. Where development would require infrastructure improvements to be made, such improvements must be designed to complement and have no significant adverse impact on the character and appearance of the village and its rural lanes.”

However, in Paragraph 5.106 we have the Highways Department view

5.106 Bedford Borough Highways department have confirmed that in response to development on the allocated sites at Carlton Road and Newton Lane, improvements to footpaths would likely be sought to encourage safe and sustainable travel objectives;

- on Carlton Road, if any widening of the pavement on Carlton Road to achieve a safe, continuous, footway, required narrowing of the carriageway, this could only be considered as long as adequate width would be maintained for two vehicles to pass and such narrowing could be achieved safely.*
- on Newton Lane, it is likely that widening the pavement to enhance pedestrian safety would be beneficial. This would lead to narrowing of the carriageway from Bank Cottage to Winterbourne with a consequent need to restrict traffic to single file with priority for southbound vehicles.*

This additional paragraph makes it absolutely clear that any development on Mill rise or anywhere else off Newton Lane will result in there being a single file carriageway at northern end of Newton Lane with loss of at least 10 on-road parking spaces. This would mean that residents would lose parking and access to deliveries and emergency services. This has been on public record since 2017. At least one resident clearly pointed this out in the Section 14 review at one of the Village Hall events, though he has found his comments to be absent from the section 14 summary documents.

It is clear, to me, that the same could happen on Carlton Road – 2 vehicles passing does not exclude traffic calming as made clear by the comment, I quote, *“and such narrowing could be achieved safely”*. Again, as with Newton Lane, calming or narrowing equals the loss of amenities to houses on Carlton Road!

As such, 5.106 is in direct conflict with the T11 policy statement, T11 says NO impact, 5.106 says there will be.

MORE worthy of note is that 5.106 was inserted into the NDP after the Regulation 14 consultation and was therefore not available for the Parish, to comment upon, as the process requires.

I fail to see why this cannot be made clear and the consequences of Section 5.106 explained in plain English. Policy T11 continues to mislead the Parishioners.

These misleading statements are then repeated in the NDPSG September update. (Appendix 4).

Additionally, without the section 14 consultation comments on 5.106, how does the TPC know that the plan proposed, 'best serves' the Parish.

b. Leaflet/Newsletters

In July, a frustrated resident distributed a flyer to every house in the village alerting them to the potential consequences of developments at Mill Rise and Carlton Road and urging them to take part in the Regulation 16 consultation.

Please refer to Appendix 2. *Sue could you please share this with the audience.*

As you can all see **Only questions were posed on this flyer, no statements were made.**

However, this was then followed by a pamphlet, in the form of an NDPSG newsletter, in which a number of incorrect statements **were** made.

- *Many of us have received an anonymous leaflet claiming that the Turvey Neighbourhood Plan would result in the removal of parking on Carlton Road, in turn resulting in the loss of the church, pub and Corner Stores.*

Untrue - It did not say that, it only posed questions.

- ***This claim is completely false.*** *The Neighbourhood Plan Transport Policy T11 makes specific requirements to ensure on-road parking capacity within the village is not lost as a result of development, as follows:*

Misleading – an incomplete quote of T11 since it does not include 5.106 which as we have previously discussed would result in loss of amenities

- *The flyer also claims that the Carlton Road site for new houses is not ringfenced, so could be bigger in the future. **This is also not true** – the site is strictly bounded by the Settlement Policy Area, which prevents development outside this line. This can only be altered in future by another Neighbourhood Plan, which would have to go through the same detailed consultation process as this one.*

Untrue - The SPA would be moved for the Carlton Road development and could be moved again, not just by a new neighbourhood plan but also by the BBC if it is should be looking for additional housing space

- *Without a neighbourhood plan the Borough Council will choose the sites and the number of new houses. They will be free to allow more sites in Turvey and build many more than the 50 houses in our plan.*

Speculative, unnecessary and untrue - This, in my opinion is scaremongering, the Borough Council and any speculative developers would

still be subject to Planning Law, exactly as they are now, with every member of the community being able to have their say. The village may do better with a plan, but we won't lose its opinion without one. We are however at most risk by having a wrong or misleading plan that is subject to challenge or ignored by the council in future.

This pamphlet was not signed and so may have appeared to residents to be the official position of the TPC – since, in the minds of most Parishioners there is no discernible difference between the TPC and NDPSG, and why should they think otherwise, since the NDPSG is a TPC subcommittee.

Is it the case that, we, the TPC should be seen to be endorsing the further spread of misleading and incomplete information, as well as supporting statements of false claims, when only legitimate questions were asked on the flyer?

Dare I say, “should we support something that calls any of our Parishioners liars”, I don't think we should.

These misleading statements are then repeated in the NDPSG September update. (Appendix 4).

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 4, 21, 22 and 23 of the Terms of Reference?

c. Face-to-face/direct communications

It has been brought to the attention of more than one councillor, that members of the NDPSG have also been in direct communication with Parishioners, including telephone calls to site owners, altercations with village shopkeepers and on doorstep conversations where NDPSG committee members have taken an aggressive stance towards the content of the anonymous leaflet. I don't think this is something the TPC should be tolerating and is not compatible with either the NDPSG ToR or the TPC CoC.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 21,22,23 of the Terms of Reference?

d. Direct emails

Emails or mailed correspondence received from residents that have raised genuine concerns with the neighbourhood development plan appear to have been ignored, there are 3 that I am aware of, 2 on Carlton Road and one on Newton Lane, some of which have had to wait 6-18 month for a response. These issues have never appeared in the “correspondence received” section of the NDPSG minutes either.

When responses were eventually issued, they repeated the T11 policy including 5.106 which, as we have already discussed, are clearly incompatible and have failed to reassure the Parishioners.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 21,22,23 of the Terms of Reference?

2. Finance

Terms of reference laid out for the NDPSG committee clearly state that any purchases/expenditure should be notified and agreed before they take place. Point 19.

This was not the case for the funds used to print the pamphlet of August 2020, that contained the previously mentioned falsehoods. This pamphlet was arguably not part of a series since nothing had been issued since October 2019. This pamphlet appears to have been issued in haste, in direct response to the anonymous flyer and for the purpose of discrediting the issues it raised. In my opinion, this was inappropriate, unnecessary, and unfair and could be viewed as an attempt to **influence the outcome of the Section 16 consultation process**, which still had time to run.

To reiterate, the NDPSG is a subgroup of the TPC and does not have the authority to issue statements in this manner without prior agreement. All members of the NDPSG are subject to the same rigorous standards and Code of Conduct as the TPC.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard point 19 of the Terms of Reference?

3. NDPSG Membership

Point 7 of the terms of reference make clear the NDP should have Parish Councillor\$ on the committee, and whilst it started like that, with the loss of Cllr Morgan and later Cllr Smith, for undisclosed reasons, there has been no clear attempt to replace them. As such, we, the TPC have allowed for the NDP committee to be led by a sole councillor with no other TPC member close enough to the process to keep it in check or ensure the NDPSG ToR and TPC CoC are followed.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard point 7 of the Terms of Reference?

4. Decision making process

a. Quorate meetings

Point 14. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 6 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

Non-quorate meetings to date;

10th January 2018
14th March 2018
4th September 2018
14th November 2018
13th February 2019
10th April 2019

This is almost a 1/3 of all meetings held so far.

Decisions appear to have been made during these meetings, particularly in relation to site selection (note 10th January 2018). However, the minutes of these meeting lack the required detail and evidence to support these discussions/conclusions.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 4,5,6 and 14 of the Terms of Reference?

5. Limited Disclosure

a. Declaration of Interests

While the NDP was being prepared, Cllr. Jenkins failed to declare his involvement as a trustee with the Campaign to Protect Rural England Bedfordshire (CPRE), a charity and government pressure group dedicated to the opposition of building development in rural areas.

Now, I am aware that on the meeting of the 24th September, Cllr Jenkins raised this issue with the TPC and apologised. However, in relation specifically to the NDPSG, I believe there is a clear and obvious potential for a conflict of interest between his active membership of CPRE Bedfordshire and his role as chair, and sole TPC member, of the NDPSG. This may have resulted in Turvey's NDP being unduly influenced by the aims, objectives, and policies of the CPRE and any potential personal prejudices, rather than being wholly determined by the best interests of the residents of Turvey.

Had his association with CPRE and his position as a trustee been declared to the TPC and Bedford Borough Council (BBC), as I believe that he was required to do. In my opinion, there was a strong possibility that he may have been deemed to be an inappropriate choice as leader for the NDP process. I would have certainly opposed his appointment.

There is also some evidence to suggest that potentially confidential background information from an early draft of the Turvey NDP may have been shared with the CPRE, as can be seen in the CPRE's objection to the proposed Priory Farm application 19/02830/MAO.

In addition, I believe that failure to declare this interest has resulted in the TPC repeatedly breaching our own standing orders, 3.u, since Cllr. Jenkins has remained present and voted on issues from which I believe he should have excluded himself.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 7, 21,22 and 23 of the Terms of Reference?

b. Final submission document

During the combined meeting of the NDPSG & TPC held on the 25th June 2020 to discuss and agree the NDP section 16 submission, Cllr Jenkins told Council members repeatedly that no changes could be made to the documents that he had tabled for review. I believe that council members may have been misled and at the very least it had the effect of stifling further questioning or debate, even though a number valid and highly significant concerns remained.

I also think the absence of any TPC input into the NDP at that stage had the effect of rendering the subsequent vote on the NDP that evening totally meaningless. However, just two days later on the 27th June 2020, Cllr Jenkins informed TPC members, by email, that, in fact, changes could be made. He listed the amendments that he would be making, and these were introduced into the version of the NDP that he subsequently submitted to the BBC for the Regulation 16 Consultation. In my view, this retrospective action invalidated the TPC vote on the 25th June 2020, since this vote was not for the version of the NDP that went forward to the next stage.

Therefore, the version of the NDP that Cllr. Jenkins submitted to BCC has not been formally approved by a vote of the TPC.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard the TPC Code of Conduct?

c. Dereliction of duties

As it stands, I have yet to see any declaration of interest from any of the other NDPSG members, as required by point 21 of the ToR. I believe it is the Chair of the NDPSG's duty to gather these, including nil returns and hold them on record.

Carlton Road parking survey has yet to be complete.

In January 2020, the council actioned Cllr Jenkins to perform said survey. Extra time was then afforded due to the Covid-19 pandemic and restrictions it imposed, but come July 2020's meeting, the TPC agreed to action this immediately. A week's timeframe was given to finalise the process in which a questionnaire was produced, and a majority of councillors supported. However, Cllr Jenkins, disagreed with some of the questions and has taken it on himself to ignore the democratic decision and the actions placed upon him in January.

January 2020 minutes.

*Carlton Road traffic flow improvement measures update: Since the last meeting, Cllr Jenkins had approached the highways team at the borough to ask if their responses to the options proposed take account of the future impact of any potential development in Carlton Road. He circulated the response in advance for parish councillors to consider. Following discussion, it was agreed that Cllr Jenkins should organise a consultation with those affected by the proposed changes to Carlton Road, setting out all the potential options discussed with the highways team and seeking their views. **Action: Cllr Jenkins.***

July 2020 minutes

*Carlton Road traffic flow improvement measures: the resident asked why the consultation with residents in Carlton Road agreed by the Parish Council at its meeting on 30th January had still not taken place. The residents in the area of Carlton Road had many concerns regarding traffic, parking and pedestrian safety which were important in the context of the NDP. It was imperative that this survey be undertaken as soon as possible ideally before the end of the consultation period of the 24th August. At the May parish council meeting (item 10) it was noted that this had been paused due to COVID 19 but the parish council had agreed to progress consultation with the borough council regarding the implementation of a 20mph limit from the junction of May Road/Carlton Road and the A428 and the funding of additional bollards at the corner of Carlton Road. Following discussion, it was agreed that it has been remiss of the parish council not to get this done earlier especially in light of the submission of the NDP following the extraordinary meeting at the end of June and the consultation period running until the 24th August. Action now needed to be taken as quickly as possible to move this forward with a plan to get this carried out and with the results made public. It was further agreed that Councillors would spend the next week compiling the questions to be included in the survey with the intention to distribute and collect in the questionnaire over the following three weeks. Unfortunately given the timescale it was unlikely to be completed and made public before the end of the consultation period but would be able to feed into the responses made by the residents to the referendum due to take place after May 2021 but could be held earlier if the COVID crisis allows. **Action: All parish councillors.***

As such, since the TPC now does not know the feeling of residents regarding the potential loss of on road parking and amenities in Carlton Road, or for that matter Newton Lane, how does the Parish Council know that, in approving an earlier version (25th June 2020) of the NDP it is acting in the best interests of the residents – as it is required to do. Given the 5.106 statement, this parking survey is now an essential piece of evidence the Parish Council requires and without it no further decisions should be made and, in my opinion, the last decision should not have been made either.

Interestingly, whilst concerns with the Covid-19 pandemic severely delayed the traffic survey, they did not appear to delay the delivery of the NDPsGs most recent pamphlet.

Are we, the TPC, happy to support this behaviour and, arguably, to disregard points 21,22 and 23 of the Terms of Reference and the TPC Code of Conduct?

When does the NDP document ownership transfer to the TPC?

As Cllr Jenkins, answered in the meeting (24th July 2020), the NDP document has always been owned by the TPC; this acknowledgement strengthens the case that the TPC may have been seen to be supporting misleading communications and further questions the openness of the NDP process.

In addition, absolutely no communications should have been issued by the NDPSG without first having been seen and agreed with the TPC.

Furthermore, it adds weight to my point around the final submission document(s) for Section 16, a document that was changed (27th June 2020), and therefore was different from the one on which the TPC voted (25th June 2020). Also, were the NDPSG made aware of these changes?

Therefore, can I please ask for the NDPSG to make the following available to the TPC;

- The complete financial records of the NDPSG, including original receipts and invoices for any expenditure.
- The raw result sets for all the consultations that have taken place so far.
- The originals of any correspondence that has been sent and/or received by the NDPSG, including but not limited to residents, site owners and developers, along with any NDPSG responses.
- Any other documentation that the NDPSG holds that the TPC may not have been made aware of.

Finally, at the last meeting.

Cllr Jenkins suggested that Cllr Felts may have a pecuniary interest in this agenda item and used this to suggest Cllr Felts should withdraw from the discussion and subsequent votes.

Could he please give the TPC, his reasons for this assertion?

Appendix 1.

http://www.turveyndp.org.uk/index_files/Turvey%20Neighbourhood%20Plan%20Steering%20Group%20ToR.pdf

Turvey Neighbourhood Plan

Steering Group Terms of Reference

July 2017

Purpose/role of group:

1. The Steering Group has been delegated by Turvey Parish Council the task of leading the development of the Turvey Neighbourhood Plan. The scope of the Plan will include policies to provide for the allocation of development sites and/or designation of Local Green Spaces by the Parish Council.
2. The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Turvey in order that this will progress to Independent Examination and a successful community referendum and ultimately be adopted by Bedford Borough Council to become planning policy.
3. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of Turvey. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

Principles

4. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
5. All decisions made shall be fully evidenced and supported through consultation with the local community.

Roles and Responsibilities

6. In order to achieve this, the Steering Group will carry out the following roles;
 - i) be accountable to Turvey Parish Council for steering and providing strategic management of the Neighbourhood Plan for Turvey; ii) produce, monitor and update a project timetable;
 - iii) regularly report back to the Parish Council for endorsement of decisions taken;
 - iv) undertake analysis and evidence gathering to support the plan production process;
 - v) actively support and promote the preparation of the Turvey Neighbourhood Plan throughout the duration of the project; vi) identify sources of funding;
 - vii) liaise with relevant authorities and organisations to make the plan as effective as possible;
 - viii) gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood;
 - ix) consult as widely and thoroughly as is possible to ensure that the draft and final plan is representative of the views of residents;
 - x) agree, subject to ratification by the Parish Council, a final submission version of the Turvey Neighbourhood Plan;

Membership

7. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
8. Membership of the Steering Group will be open to the public indefinitely and the co-option of new members subject to endorsement by the Parish Council.

Meetings

9. Steering Group meetings will take place at least every 2 months.
10. All meetings will be held within the Parish. The dates of future meetings will be made publicly available via the Parish Council website.
11. The Steering Group will elect a Chair and Treasurer from its membership and make appropriate arrangements for secretarial support. If these positions should become vacant, the Group will elect an alternate.
12. A record shall be kept of meetings and notes will be circulated to Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.
13. At least 14 clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method).
14. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 6 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

Working Groups

15. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
16. Each working group should have a lead person from the Steering Group.
17. Members of the community will be encouraged to participate in the process at all stages.

Finance

18. All grants and funding will be applied for by the Steering Group Treasurer, at the direction of the Chair and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan work.
19. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
20. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

Conduct

21. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
22. Whilst Members as individuals will be accountable to their parent organizations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
23. The Steering Group will achieve this through applying the following principles:
 - i) Be clear and open when their individual roles or interests are in conflict;
 - ii) Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii) Actively promote equality of access and opportunity.

Changes to the Terms of Reference

24. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish Council.

Dissolution

25. The Steering Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and the Parish Council, consider its services are no longer required.
26. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Turvey Parish.

Appendix 2

DID YOU KNOW?

Turvey Neighbourhood Plan
final sites for development has been
submitted to Bedford Borough Council
for consideration & approval?

NO I DIDNT THINK YOU DID!

If you don't want to see/or have an option about
the proposed 25 house development on
Newton Road and Carlton Road

*Then visit the web site over leaf and make your
views know before **24 August 2020.***

No residential parking on Carlton Road
(so where do the residents park)?
the village loop? May Road? by the church?
making it difficult for:

customers/deliveries/visitors to the:
Corner Stores! Butchers! Pub! Church!
resulting in no business!

no Shop! no Pub! no Church! no Butchers!

looking great so far!!!!

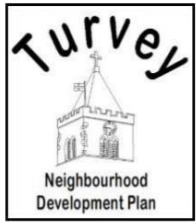
Carlton Road site not ring fenced - so could be bigger
in the future! not connected to the village

Have Your Say Save Your Village

Appendix 3

[http://www.turveyndp.org.uk/index_files/NP%20Newsletter%20Issue6%20Aug.20_Final.p
df](http://www.turveyndp.org.uk/index_files/NP%20Newsletter%20Issue6%20Aug.20_Final.pdf)

Newsletter Issue 6



PROTECT OUR VILLAGE - SUPPORT THE NEIGHBOURHOOD PLAN

Latest News

- We are pleased to report that the plan has now been formally submitted to Bedford Borough Council for examination. Our responses to comments made to our last consultation on the plan, and the changes we have made to the plan as a result, are reported in the Consultation Statement (see 'Submission Documents' page of our website).
- At the end of July the Borough Council notified all residents about **their consultation process, which ends on 24th August at 5.00pm.**
- Comments submitted to the Borough Council's consultation will be passed to an independent person appointed to examine the Neighbourhood Plan. If the plan is found to be satisfactory, a referendum will be arranged for Turvey residents. If more than 50% of those voting in the referendum vote 'yes', then the plan comes into force.
- National regulations introduced in response to coronavirus mean that no elections or referendums can take place until 6 May 2021. This includes neighbourhood planning referendums. These provisions will be kept under review and may be changed.

Recent events

- Many of us have received an anonymous leaflet claiming that the Turvey Neighbourhood Plan would result in the removal of parking on Carlton Road, in turn resulting in the loss of the church, pub and Corner Stores.
- **This claim is completely false.** The Neighbourhood Plan Transport Policy T11 makes specific requirements to ensure on-road parking capacity within the village is not lost as a result of development, as follows:

"New development must have no significant adverse impact on traffic safety, road and on-road parking capacity, in particular on the following identified congestion points:

Bridge Street

High Street

Bedford Road (Station End)

Carlton Road

Newton Lane

Junctions with the A428

Development must include sufficient off-road parking to support the size and type of properties”.

- The Carlton Road development will include eight public parking spaces, resulting in more, not less parking provision in Turvey.
- The flyer also claims that the Carlton Road site for new houses is not ringfenced, so could be bigger in the future. **This is also not true** – the site is strictly bounded by the Settlement Policy Area, which prevents development outside this line. This can only be altered in future by another Neighbourhood Plan, which would have to go through the same detailed consultation process as this one.

Neighbourhood Plans are designed to give local people more say about how development takes place in their local area and many villages in Bedfordshire and across the country are developing plans. **Without a neighbourhood plan the Borough Council will choose the sites and the number of new houses. They will be free to allow more sites in Turvey and build many more than the 50 houses in our plan.**

Turvey's Neighbourhood Plan also puts in place policies to protect the village in other areas. To find out more, the full plan, further guidance and answers to frequently asked questions can be found on the website <http://turveyndp.org.uk/>

Questions can also be emailed to the address below and will be responded to without delay:

turveyneighbourhoodplan@btinternet.com

Turvey Neighbourhood Plan Steering Group

August 2020

Appendix 4

http://www.turveyndp.org.uk/index_files/Q&A%20from%20REg%2016%20consultation%20update%20September.pdf

Turvey Neighbourhood Plan

Questions & Answers

Update September 2020

1. Will there be a pavement between the new development site at Carlton Road and the school?

Yes – Policy T1 of the NDP requires that the footway along Carlton Road be extended to the site.

2. What will happen to the footpath that runs through the Rec and into the new development?

This will be retained – Policy T1 requires that it be incorporated into the layout of the development.

3. What form will the affordable housing take, and what sort of safeguards/ covenants will be attached to retain the housing for local people?

Policy T2 requires that affordable housing in both developments must be provided as an integral part of the development, and indistinguishable from other houses.

The rules for affordable housing are set by the Borough in Policy 58S of Local Plan 2030. This states that in developments of the size we are proposing 30% of homes must meet the criteria for 'affordable'. This is the level set by national policy as well as by Borough Council policy and we cannot make it a requirement that developers have to deliver more than 30%. It also requires that 78% of these homes would be rented, at 80% or lower of open market rent, and 22% offered on the basis of shared ownership with a range of initial purchases from 25-80%.

Applying this percentage for our sites would provide at least 15 affordable homes.

4. When was the site by Abbey Cottage on the A428 (Site 10) withdrawn for consideration, and what reasons were given?

The site was withdrawn in December 2018. Any reasons given are a matter for the landowner.

The site was assessed by AECOM and still features in their site assessment report of May 2018. The AECOM assessment report which includes all sites assessed in Turvey is available as one of the Supporting Documents we submitted with the submission version of the plan. It has been available on the NDP website since March 2019, when we published all information relevant to the first Sites for New Houses consultation.

The Neighbourhood Plan can only consider sites that landowners have made available for residential development.

5. What instructions were given from the NDP team to AECOM? What reasons did they give for their findings?

The NDP team did not issue any instructions to AECOM. Their assessments are independent and based on the site assessment methodology set out in their report.

The AECOM assessments were funded by the government's neighbourhood plan programme 'Technical Fund'. The process that applies to all NDP teams is that they can apply for an allocation of resources from the fund and if successful, the site assessments are commissioned and paid for by Locality, the organisation which administers the programme on behalf of the

government. AECOM have been awarded the contract to carry out site assessment for all neighbourhood plans in England by Locality.

The AECOM assessments stand in their own right; they are summarised in Section 5 of the main report, and detailed in Appendix A: Site Assessment Proformas which begins on page 34 of the report.

6. What additional information was added to the plan after the Regulation 14 consultation ended in January 2020?

The changes made to the Plan following the Regulation 14 consultation (6 November 2019 - 19 January 2020) are shown in the 'track changes' version of the document on the Latest News page of our website.

Revisions are shown in red, and deletions in the margin. There is one additional change not picked up by this software – the Borough's 2019 version of Map 2, showing the settlement policy area, conservation area and village open spaces replaces the 2012 version in the Regulation 14 plan.

All the changes arise from consultation responses, and cover

- Errors and ambiguities in the text
- Changes resulting from the adoption of Local Plan 2030 by Bedford Borough during our consultation process
- Additional constraints on site development and effect on roads resulting from residents' comments
- Alteration to the detail of maps of the sites
 - Correcting an error on the corner of the Mill Rise site, and providing an access point from Newton Lane
 - Extending the width of the landscape buffer at Carlton Road to cover the cemetery extension.

Appendix 2 of the Consultation Statement lists all the proposed changes, and how these relate to the responses to the Regulation 14 Consultation. This document was considered and approved at the Extraordinary Meeting of the Parish Council held on 25.06.2020.

7. Can you confirm that no traffic calming will be put in place if the developments on Mill Rise and Carlton Road are accepted?

The Borough Council Highways team were asked to advise whether any significant alterations to Carlton Road and Newton Lane would be considered in response to future planning applications related to NDP allocations. Their reply is reported in paragraph 5.106 of the amended plan. The questions were asked, and the amendment to the plan was added, in response to concerns raised by residents in the Regulation 14 consultation. This states that the pavement would not be widened to an extent that would prevent two lanes of traffic flowing safely.

8. Will parking restrictions be imposed on Carlton Road as a result of the development?

The Highways Team commented that they would not be likely to consider parking restrictions on Carlton Road in the vicinity of the cottages where many residents do not have access to off-road parking.

The reasons they gave were;

- the introduction of significant parking restrictions would be likely to encourage more through traffic and result in higher speeds.
- residents would have to park somewhere and if they were unable to park outside their homes they would most likely park in May Road and The Loop and this would be hugely disruptive to other local residents and the businesses in the Loop.

9. Why have 8 additional village car parking spaces been included on the Carlton Road site?

The suggestion to offer 8 public parking spaces on the Carlton Road came from the developer with a view to providing facilities for parents of school children and users of the Rec. We are not sure whether this would be helpful but took the view that we should accept the offer for the present and examine potential benefits more closely at a later date.

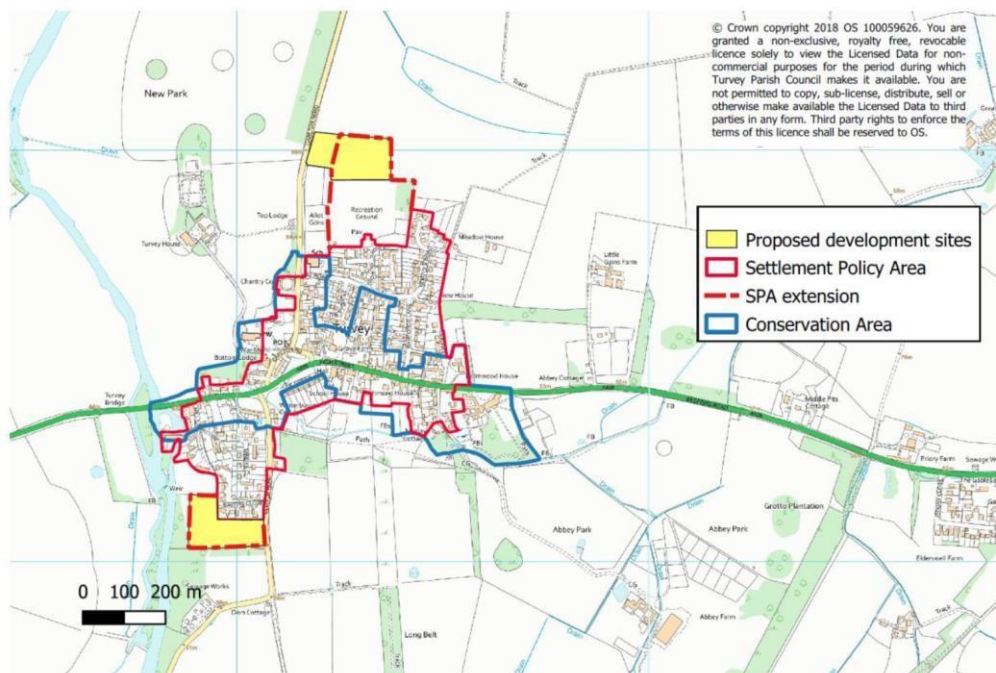
10. What are the plot sizes for the Carlton Road and Mill Rise sites? Why does the Carlton Road site appear larger even though both are for 25 houses?

The plots are shown on Map 6 (below) and the area on which houses may be built is delineated by the red dashed line, showing the proposed extension to the SPA. The area within the SPA on each site is

Site 1 1.25 hectares

Site 5 1.40 hectares

Site 1 has an additional 0.75 hectares which must be used for landscape buffer, taking the housing behind the line of the cemetery and extension. The delineation of the Settlement Policy Area limits the amount of development on each site and this can only be changed by another Neighbourhood Plan consultation and approval.



Map 6: Extended Settlement Policy Area

11. What assessment has been made in relation to the proximity of the Mill Rise site to the sewage farm?

This issue was not reported on in the site assessment but will be a matter for consideration alongside the more detailed issues that will be taken into account at the planning application stage.

12. What are the rules that dictate that development at Station End cannot be counted towards the 25-50 housing determined for Turvey?

The Borough's policy on development in the rural area are set out in the statutory Local Plan 2030.

This sets out as follows;

- (Policy 4S) Turvey is listed as a settlement where sites able to accommodate 25-50 houses 'generally in or around the Settlement Policy Area' are required to be allocated. (The Borough Council Planning Team have clarified to us that 'in and around the SPA' means 'in close proximity to'. As a result any development regarded as being at a significant distance outside the SPA would not be counted against our target.)
- This is further explained in para 6.18 which states that development is directed to within a Settlement Policy Area, and that Turvey has an SPA
- Station End, Turvey is designated as a small settlement, without an SPA. Para 6.20 states that that where development is allowed it is likely to be limited. (The Borough Council Planning Team have explained to us that any development at Station End would be taken as 'windfall' development and count as a bonus to the Borough's housing target and not counted as contributing to the Turvey village target.)

13. What will happen if the NDP is not accepted at referendum?

If the Plan is not accepted the Borough Council will allocate sites for new housing (Policy 4S in Local Plan 2030).

We don't know what approach the Borough would take in allocating sites in Turvey but the village will not have the protection of the policies relating to numbers and locations of new houses, housing mix and standards, landscape and environment, protection of local green spaces, the setting of heritage assets and importantly road and parking capacity. The village would not be protected against excessive development, unlike nearly all the other villages in the Borough.

Local planning authorities are under great pressure to deliver more housing by the government. The Borough's housing growth strategy must plan to provide additional housing of 14,550 homes in the period 2015-30 as reported in the Local Plan 2030.

By having a neighbourhood plan we can establish policies for Turvey which sets a limit on development on each site at 25 homes. These policies will become enshrined in the Borough's development plan if Turvey NDP is supported by residents in a referendum. This provides the best level of protection available against excessive development. That's why nearly 3,000 parishes in England are doing neighbourhood plans and why all of the 11 rural villages which have housing targets in Bedford, except 1, are developing neighbourhood plans.

Appendix 5

<https://turvey-pc.gov.uk/wp-content/uploads/simple-file-list/Policies/Code-Of-Conduct-1-July-2012.pdf>

THE CODE OF CONDUCT

FOR BEDFORD BOROUGH COUNCIL

(AS AMENDED BY THE COUNCIL ON 6 FEBRUARY 2013)

Part 1 General Provisions

Introduction and Interpretation

1. (1) This Code adopted under section 28 of the Localism Act 2011 applies to **you** when you act in the capacity as a member of Bedford Borough Council.
- (2) You should read this Code together with the “Nolan” principles set out in 28(1) of the Localism Act 2011 (these are attached as an annex to this Code)
- (3) It is your responsibility to comply with the provisions of this Code.
- (4) In this Code -

“meeting” means any meeting of -

- (a) the Council;
- (b) the executive of the Council;
- (c) any of the Council’s or its executive’s committees, sub-committees, joint committees, joint sub-committees, or area committees;

“member” includes a co-opted member and an appointed member.

General Obligations

2.

- (1) You must not -
 - (a) do anything which may cause the Council to breach any of the public sector equality duty under section 149 of the Equality Act 2010.
 - (b) behave towards others in a way which is violent, threatening, malicious or bullying
 - (c) intimidate or attempt to intimidate any person who is or is likely to be -
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her Council's code of conduct; or

- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

3. You must not -

- (a) disclose information given you to in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is -
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the Council; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

4. You -

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of the Council -
 - (i) act in accordance with the Council's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

5. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by -

- (a) the Council's chief finance officer; or
- (b) the Council's monitoring officer,
where that officer is acting pursuant to his or her
statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

Part 2

Interests

Local Interests

6. (1) You have a local interest (which is an interest other than disclosable pecuniary interest) in any business of the Council where either -

- (a) it relates to or is likely to affect -
 - (i) any body of which you are a member or in a position of
general control or management and to which you are appointed or
nominated by the Council;
 - (ii) any body -
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence
of public opinion or policy (including any political party or trade
union),

of which you are a member or in a position of general control or management.

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

(2) In sub-paragraph (1)(b), a relevant person is -

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosable Pecuniary Interests

7. You have a disclosable pecuniary interest for those subjects in the first column below as set out in the description in the second column.

Subject:	Description:
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from Bedford Borough Council) made or provided to you within 12 months ending with the day on which you notified the Council's Monitoring Officer of any disclosable pecuniary interests in respect of any expenses you incurred in carrying out your duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation)

	Act 1992.)
Contracts	Any contract that Bedford Borough Council has with you or your partner ¹ (or a body ² in which you or your partner ¹ have a beneficial interest) provided you are aware of the interest of your partner and— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged;
Land ³	Any beneficial interest in land which is within Bedford Borough.
Licences	Any licence (alone or jointly with others) to occupy land ² within Bedford Borough for a month or longer.
Corporate tenancies	Any tenancy where to your knowledge— (a) the landlord is Bedford Borough Council; and (b) the tenant is a body in which you or your partner ¹ have a beneficial interest.

¹ your partner for this purpose includes — (i) any spouse or civil partner you might have,

(ii) any person with whom you might be living as husband and wife, or

(iii) any person with whom you might be living with as if you and the person are civil partners.

² "Body" means a firm in which you are a partner or a body corporate of which you are a director (which includes a member of the committee of management of an industrial and provident society), or in the securities of which you have a beneficial interest.

³ "Land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

Securities ⁴	Any beneficial interest in securities of a body where— (a) that body (to your knowledge) has a place of business or land within Bedford Borough and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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Disclosure of Local and / or Disclosable Pecuniary Interests

8. (1) Subject to sub-paragraphs (2) to (5), where you have a local and / or disclosable pecuniary interest in any business of the Council and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the local and / or disclosable pecuniary interest.
- (3) Where you have a local and / or disclosable pecuniary interest but, by virtue of paragraph 12, sensitive information relating to it is not within copies of the register that are made available for inspection, and any published version of the register, you must indicate to the meeting that you have a local and / or disclosable pecuniary interest, but need not disclose the sensitive information to the meeting. Copies made
- (4) Subject to paragraph 13(2), where you have a local and / or disclosable pecuniary interest in any business of the Council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (5) In this paragraph, “executive decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Executive Members at Overview and Scrutiny Meetings

9. If you have not been appointed as a member of an Overview and Scrutiny Committee you may attend meetings of such Committees to observe their proceedings but where any

⁴ 4 “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

such committee (or any SubCommittee of such a Committee) is conducting business which

- (a) relates to a decision made (whether implemented or not) or action taken by the Council's Executive or any of the Council's Committees, Sub-Committees, Joint Committees or Joint SubCommittees; and
- (b) at the time the decision was made or action was taken, you were a member of the Executive, Committee, Sub-Committee, Joint Committee or Joint Sub-Committee concerned and you were present when that decision was made or action was taken.

you may only attend the meeting for the purpose of making representations, answering questions and/or giving evidence about the matter concerned.

Effect of Disclosable Pecuniary Interests on Participation

10. (1) Where you have a disclosable pecuniary interest in any business of the Council -

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held -
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from the Council's standards committee or the Council's monitoring officer;

- (b) you must not exercise executive functions in relation to that business; and
- (c) you must not seek improperly to influence a decision about that business.

(2) Where you have a disclosable pecuniary interest in any business of the Council, you may attend a meeting (including a meeting of the overview and scrutiny committee of the Council or of a subcommittee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Effect of Decision Maker's Conflicts of Interest

11 Where an executive decision maker has any conflict of interest in any business of the Council which arises from that role and attends a meeting of an Overview and Scrutiny Committee of the Council or any Sub-Committee of such a committee, they may only

do so for the purpose of making representations, answering questions or giving evidence relating to that business.

Part 3

Registration of Members' Interests

12 (1) Subject to paragraph 13, you must, within 28 days of -

(2) (a) this Code being adopted by the Council; or

(b) your election or appointment to office (where that is later),

register in the Council's register of members' interests (maintained under section 29(1) of the Localism Act 2011) details of your local interests and your disclosable pecuniary interests by providing written notification to the Council's monitoring officer.

(3) Subject to paragraph 13, you must, within 28 days of becoming aware of any new local interests and any new disclosable pecuniary interests or change to either any local interest or any disclosable pecuniary interest registered under paragraph (2), register details of the new interest or change by providing written notification to the Council's monitoring officer.

Sensitive Interests (Section 32 Localism Act 2011)

13 (1) You have a sensitive interest (under section 32(1) Localism Act 2011) whether or not you have a local interest or a disclosable pecuniary interest and the nature of your interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected with you being subjected to violence or intimidation.

(2) If you have any sensitive interest entered in the register of interests held by the Monitoring Officer, copies of the register that are made available for inspection, and any published version of the register, must not include details of your sensitive interest (but may state that you have an interest the details of which are withheld under section 32(2) Localism Act 2011).

(3) If you have any sensitive interest entered in the register of interests held by the Monitoring Officer, you are not required to disclose the interest but merely the fact that you have a local interest or a disclosable pecuniary interest in the matter concerned.

THE NOLAN PRINCIPLES OF PUBLIC LIFE

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Appendix 6

<https://turvey-pc.gov.uk/wp-content/uploads/simple-file-list/Policies/Standing-Orders-January-2014.pdf>



Turvey Parish Council Standing Orders

adopted June 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 of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
 - o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor; ii. to move or speak on another amendment if the motion has been amended since he last spoke; iii. to make a point of order; iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion; ii. to proceed to the next

business; iii. to adjourn the

debate; iv. to put the motion to

a vote;

v. to ask a person to be no longer heard or to leave the meeting; vi.

to refer a motion to a committee or sub-committee for

consideration; vii. to exclude the public and press; viii. to adjourn

the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

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

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

3. MEETINGS GENERALLY

Full Council meetings



Committee meetings



Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or**

written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m **A person present at a meeting may not provide an oral report or oral**
- **commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of**
- **their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised**
or required to be done by, to or before the Chairman of the Council may in his
absence be done by, to or before the Vice-Chairman of the Council (if there is
one).
- p **The Chairman of the Council, if present, shall preside at a meeting. If the**
Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is
one) if present, shall preside. If both the Chairman and the ViceChairman are
absent from a meeting, a councillor as chosen by the councillors present at the
meeting shall preside at the meeting.
- q **Subject to a meeting being quorate, all questions at a meeting shall be** ●
decided by a majority of the councillors and non-councillors with voting ●
rights present and voting.
- r **The chairman of a meeting may give an original vote on any matter put to**
● **the vote, and in the case of an equality of votes may exercise his casting** ●
vote whether or not he gave an original vote.

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

- s **Unless standing orders provide otherwise, voting on a question shall be by**
a show of hands. At the request of a councillor, the voting on any question shall
be recorded so as to show whether each councillor present and voting gave his
vote for or against that question. Such a request shall be made before moving
on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and
 - vii. the resolutions made.
 - u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.** •
 - v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. •
 - x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a subcommittee 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 noncouncillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

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

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been reelected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii. Receipt of the minutes of the last meeting of a committee;**
 - iv. Consideration of the recommendations made by a committee;**
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**
 - vi. Review of the terms of reference for committees;**
 - vii. Appointment of members to existing committees;**
 - viii. Appointment of any new committees in accordance with standing order 4;**
 - ix. Review and adoption of appropriate standing orders and financial regulations;**
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies; xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a** The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b** If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c** The chairman of a committee [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 10 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the subcommittee] may convene an extraordinary meeting of the committee [or a subcommittee].

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 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting; ii. to move to a vote; iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda; vii. to proceed to the next business on the agenda; viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a

councillor or a member of the public; xiii. to exclude a councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

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

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered 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;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or noncouncillor 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 The Clerk.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council**
 - **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 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;** iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;** vi. **hold acceptance of office forms from councillors;** vii. **hold a copy of every councillor's register of interests;**
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the

Council's relevant policies and procedures; ix. liaise, as appropriate, with the Council's Data Protection Officer;

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations; xiv. record every planning application notified to the Council.
- xv. refer a planning application received to 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 (if not handled by Planning Committee)
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Responsible Financial Officer is The Clerk.

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 September and 31 March in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held 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 year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply**
- with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman, or if he is not available, the Vice-Chairman of absence occasioned by illness or other reason.
- c The Chairman or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by The Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of The Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by The Clerk relates to the Chairman or vice-chairman this shall be communicated to another member of The Council & 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.**
- i. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]*
The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

- a Consideration of 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 by The Chairman, or in his absence, The Vice Chairman.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless 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 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

The decision of the chairman of a meeting as to the application of standing