

## **PLANNING COMMITTEE – Slightly amended wording and re-categorisation**

### **Establishment**

The Planning Committee is established by Weedon Bec Parish Council under section 102 of the Local Government Act 1972. It is an executive committee with delegated authority to discharge functions of the Council.

### **Membership**

- The Planning Committee will consist of members of the Full Council, elected to serve on the committee, at the Annual Meeting of the Parish Council or co-opted onto the Committee throughout the year. All members so elected are voting members of the Planning Committee.
- A Chairman is to be elected annually by the Committee at the first meeting after the Annual Meeting of the Parish Council. A vice Chairman may also be elected under the same terms. A Chairman and vice Chairman may be re-elected if desired.
- Two other members of the Parish Council, nominated at the Annual Meeting of the Parish Council, will be substitute members and hold voting rights should they be required to attend the Planning Committee meeting.

### **Quorum**

- Three members of the Planning Committee will constitute a quorum.

### **Responsibility**

- To make representations to the Local Planning Authority on applications for planning permissions which have been notified in accordance with relevant legislation. The only exception to this is for any planning applications of more than 2 new builds which can be discussed at planning committee but must be agreed by full Council.
- To make representations, if necessary, in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matters affecting the Parish.
- To respond to any planning consultations as requested by outside bodies.
- Meeting dates shall be confirmed at the start of the year. These are generally on the third Thursday of the month unless it is too close to the main Council meeting whereby it will move to the fourth Thursday in the month.
- Meetings will only take place when/if planning applications are received or items need to be discussed or items are referred from the main Council meeting.
- The Parish Clerk will call the Planning Committee meetings to ensure that all Planning Applications received can be discussed and replied to within the timescale allowed.
- Minutes of all meetings will be recorded by any member nominated at the meeting and circulated at the full meetings of the Parish Council. All planning applications - the responses and eventual results shall be noted in the minutes of meetings.

### **Reporting**

- The Planning Committee's recommendations will be sent to the Planning Authority, or any other relevant body within the timescale for each application.
- A standard response can be submitted, outside the full Council and Planning Committee meetings, to any applications received regarding Tree Preservation Orders. The standard response will consist: *The Council has no objections to this application providing the work is carried out by a reputable tree surgeon.* The application will still need to be added to the agenda and agreed at either the full Council or Planning Committee meeting.
- Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- All correspondence should be conducted through the Parish Clerk.

### **Dissolution**

- The committee may be dissolved at any time by resolution of the Council.

## **MOUND REMEDIATION COMMITTEE**

### **Establishment**

The Mound Remediation Committee (herein after called 'the committee') is established by Weedon Bec Parish Council under section 102 of the Local Government Act 1972. It is an executive committee with delegated authority to discharge functions of the Council.

### **Membership**

- Membership shall consist of the Chairman of the Parish council, who shall also be Chairman of the committee, plus 11 members of the Council.
- It shall be a condition of membership of the committee that every member has signed the confidentiality agreement.
- The committee shall elect a vice Chairman, who shall have all the authority of the Chairman in the absence of the Chairman.

### **Quorum**

- The quorum shall be 4.

### **Responsibilities**

- The committee will have delegated authority from Weedon Bec Parish Council under Standing Order 4h to:
- Agree with the council's legal advisers a course of action to move forward negotiations with other agencies.
- Agree expenditure up to the value of £500 for legal advice as and when required.
- Make recommendations to the Council for financial commitments for any professional services other than legal advice to the Council.
- Exceptionally, the Clerk, having consulted with the Chairman of the committee, may commission work necessary to support and progress negotiations. An example of this is survey work preparatory and necessary to going out to tender.
- Exceptionally the Clerk, having consulted with the Chairman of the committee, is permitted to make any of the above decisions if there is a deadline to be met and failure to do so would prejudice the progress of negotiations.

### **Reporting**

- The committee shall provide a report to every ordinary meeting of the Council on the committee's activity since the last Council meeting. The report shall not contain any information that is covered by the terms of the confidentiality agreement.
- All decisions made by the committee, or the Clerk acting on behalf of the committee shall be recorded in a confidential register, which shall be reviewed at every meeting of the committee.
- The Clerk shall inform all members of the committee of any instruction given to the Council's legal adviser or of any commitment to expenditure within 48 hours of a decision being made. This may be done by email.
- No member of the committee may report on its activities outside of meetings or engage with any external body or media organisation without the prior written approval of the Clerk.

### **Leadership**

- If any councillor whether a member of the committee or not becomes aware, through any source, that the committee or any of its members are or is being perceived not to be abiding by the above terms of reference they must report the matter to the Clerk who will investigate and may and seek legal advice.
- If any councillor whether a member of the committee or not becomes aware through any source that, any member of the committee is wilfully or by their actions, breaching the confidentiality agreement that member must report their concerns to the Clerk who will investigate and may seek legal advice.

### **Dissolution**

- The committee may be dissolved at any time by resolution of the Council.

## **FINANCE & GENERAL PURPOSE TASK GROUP (F&GP)**

### **Establishment**

The undertaking of all Parish financial matters and any other administrative, miscellaneous matters as well as the efficient and effective administration of the Parish Council's affairs with specific attention to resource allocation and financial well-being. Known as F&GP.

### **MEMBERSHIP**

- The F&GP Task Group is made up of the Chairman and Vice Chairman of the Parish Council, the Clerk and Chairmen of all other Task Groups. All members so elected are voting members of the Task Group.
- The Chairman of the Council is the Chairman of the group.
- There are no delegated powers therefore all recommendations must be brought to full Council for approval.
- Meetings can be arranged between the members and held anywhere.

### **RESPONSIBILITIES**

- To prepare a budget for each year and to monitor the Parish Council's expenditure.
- To ensure that the Parish Council has appropriate insurance policies.
- Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, etc.
- Review and update Financial Regulations and all policies and procedures annually, ensuring they are observed by the Council.
- Overseeing the Financial Administration of the Council.
- Monitoring performance against budgets and taking any necessary action.
- Receiving and reviewing Audit Reports and arranging for implementation of any recommendations.
- Developing, maintaining and monitoring the policy on the management of reserves.
- Undertaking spot checks of the accounts and reconciling the books of accounts to the Bank Accounts.
- Appointing a sub task group to undertake any specific project work as necessary.
- To determine the training and qualification policy of the Council.
- To establish the health, safety and welfare policy of the Council.
- To implement an annual salary review for Parish Council employees, giving due regard to staff development and NALC guidelines.
- To hold the master list of CIL projects from the OSG, Infrastructure and CATG and ensure that the list is updated as appropriate.

### **REPORTING**

- The Group will report to full Parish Council meetings, as appropriate.

### **DISSOLUTION**

- The terms of reference of the group and membership will be reviewed annually and may be changed by the resolution of the full Parish Council.

## **CEMETERY & ALLOTMENTS TASK GROUP**

### **Establishment**

- The Cemetery & Allotments Task Group referred elsewhere in this document as CATG was set up, in this format, in June 2010 and looks after the Cemetery and two allotments sites in the ownership of the Parish Council
- The group has no delegated powers.
- All recommendations must be brought to full Council for approval.
- Meetings are arranged between members and can be held anywhere

### **Membership**

- The group shall consist of 5 members (max) but liaison with the Tree representative from the Infrastructure Group, will be required from time to time.
- CATG consists of members of the Full Council. All members are voting members of the Task Group. Members of the public can also be co-opted to this group.
- CATG must elect a Chairman annual at the first meeting after the Annual Meeting of the Parish Council. A Vice-Chairman may also be elected under the same terms.

### **Main Function:**

- To look after the Council's interests in the Cemetery and two allotment sites in the Parish.
- To manage the provision and upkeep of the Cemetery.
- To manage and look after the War Memorial, gate house and undertaker's hut.
- To ensure that all burial records are kept up to date.
- To ensure that all permissions for interment in the Cemetery are legally bound and that the necessary permission has been sought for the erection of headstones.
- To carry out the necessary inspections on headstones and any other health & safety issues that may arise.
- CATG, as a whole, can agree to the positioning of a small shed, greenhouse, poly tunnel, water collection point or other construction on plots at both Riverside and Church Street Allotments.
- To manage the provision and upkeep of the Council owned/leased allotments (Church Street and Riverside Drive).
- To undertake project work as directed by Full Council.
- To seek grant and third party funding opportunities for the development of the allotments and Cemetery, as appropriate.
- Unless there is a clear reason for delay, the group will respond to requests to meet and report to the full Parish Council within a month of the request being made i.e. to the next full Parish Council meeting.
- To develop and maintain a list of Community Infrastructure Levy projects (include outline budgets), as appropriate.

### **REPORTING**

- The Group will report regularly to full Parish Council meetings on development work and the work of members, as appropriate.
- The Group will provide budget proposal to the annual Finance and General Purposes task group which will encompass the needs identified for infrastructure provision and future development.

### **DISSOLUTION**

- The terms of reference of the group and membership will be reviewed annually and may be changed by the resolution of the full Parish Council.

## **POLICY, ASSET & MEDIA REVIEW GROUP ESTABLISHMENT**

- The task of responding to all forms of media was added to that of the Policy and Asset Review Group in April 2017.
- The combined group has no delegated powers.
- All recommendations must be brought to full Council for approval.
- Meetings are arranged between members and can be held anywhere.

## **MEMBERSHIP**

- Membership shall consist of 6 councillors and the Parish Clerk as designated press officer for the Parish Council.
- Because the focus of information sharing may change the group may co-opt councillors or members or the public to supply specialist expertise; co-opted members will be expected to stand down when the topic they are advising on ceases to be a high profile in the press or media.
- The group shall annually elect a Chairman and vice Chairman at the first meeting of the task group after the Annual Meeting of the Parish Council.

## **RESPONSIBILITIES**

- To review all policies and the asset register, risk assessments and standing orders on an annual basis.
- Together with the Clerk, to coordinate responses to press and all social media issues having in mind the image that it is thought necessary for the Parish Council to present.
- To be proactive and positive in communication with village residents.
- To manage the sharing of information with the press and public in the best interests of the Council.
- To monitor what appears in the press and social media concerning the Parish Council and respond appropriately with the agreement of the Clerk and Chairman person.
- To advise and assist councillors who are tasked with representing the Parish Council at public meetings so that representatives reflect a balanced & co-ordinated perspective of the Council's view.
- To moderate the Parish website and Facebook.

## **REPORTING**

- The group reports directly to the Chairman, in matters of the media / press and to the Parish Clerk as the Council's press officer.
- The group will abide by the Council's press and social media policies.
- If a press or media question or issue requires an urgent response the view of the Parish Clerk and/or Chairman of the Parish Council as to the nature or wording of any response will be final.

## **DISSOLUTION**

The terms of reference of the group and membership will be reviewed annually and may be changed by the resolution of the Council.

## **INFRASTRUCTURE GROUP ESTABLISHMENT**

- The INFRASTRUCTURE GROUP is set up from April 2017 to ensure that essential infrastructure within the Parish of Weedon Bec is maintained and improved to a satisfactory standard and in a way that delivers value for money to residents.
- The Groups purpose is to cover a range of practical tasks each of which can be undertaken by a single individual, as in the case of straightforward inspection and monitoring; some tasks may also involve liaison with the Open Spaces, Play and Recreation Group especially if a programme of updating of infrastructure is needed and extra cost involved.
- The Group has no delegated powers although a Chairman and vice Chairman should be elected and regular meetings held.

## **MEMBERSHIP**

- The membership will reflect the list of responsibilities (see below); some tasks may be combined and undertaken by 1 person.
- Meetings to be arranged between members and held anywhere.
- Membership is not restricted to members of the Parish Council; some of the tasks could be undertaken by interested residents. If residents are involved they are required to report to the Chairman/vice Chairman of the Open Spaces Group or a nominated member of that group.
- Members of the Group are expected to hold regular meetings and may be asked for their views by the Open Spaces Development Group or full Parish Council to assist in making decisions about managing and updating infrastructure and the costs thereof.
- The list and responsibilities of job holders will be reviewed annually at the first full Parish Council meeting following the Annual Public meeting

## **RESPONSIBILITIES**

The tasks identified for this group for 2017 are set out below. Provided all are covered, people are welcome to combine tasks.

- Signage, including speed signage and village gateways
- Street furniture including benches, seat maintenance and requests for new ones
- Street Lighting – when funds allow this is a rolling programme; choice of the type of lighting, where improvements are most needed and cost to be considered as part of an improvement package. Occasional inspection at night of street lights throughout the village to check working as requested by the Clerk.
- Foot ways – and footpaths including PROW paths?
- Dog and litter bins
- Trees and TPO's – including working with the Clerk on priorities, costs and budget monitoring
- Traffic and parking in liaison with the Parish Highways Warden – name? and local PCSO
- Police, Neighbourhood Watch coordination and Community Payback group liaison
- Speed Watch – currently delegated to volunteers but a new lead is required
- Community Orchard project
- Bus shelters and their notice boards
- The list of tasks is flexible and provided all are covered, people are welcome to volunteer to combine several tasks.
- Notice boards
- Unless there is a clear reason for delay, the nominated councillor will respond to requests and report to the full Parish Council within a month of the request being made i.e. to the next full Parish Council meeting.
- The nominated councillor will consider grant and external funding opportunities as required.
- Each nominated councillor to consider if CIL would benefit their area and develop idea as appropriate.

## **REPORTING**

Members will report to the full Parish Council through the Chairman or vice Chairman of the Open Spaces Group or a member of that group.

## **DISSOLUTION**

The terms of reference, list of tasks the group may undertake and membership will be reviewed annually and may be changed by the resolution of the full Parish Council

## **OPEN SPACES, PLAY & RECREATION DEVELOPMENT GROUP ESTABLISHMENT**

- The OPEN SPACES, PLAY & RECREATION GROUP, referred to here and elsewhere as OSG, is set up from April 2017 to plan and coordinate the development of open space and provision for sport and recreation in the Parish of Weedon Bec.
- The Parish is underprovided with sport and recreation space in comparison to other parishes in Daventry district so part of the groups remit is to look for opportunities of expanding this provision which could include working with local groups such as the Weedon Bec Trust, Weedon Sports Association and private landowners, to increase land available for sports and recreation.
- The group has no delegated powers.
- All recommendations must be brought to full Council for approval.
- Meetings are arranged between members and can be held anywhere.
- Because the topics to be discussed are likely to be varied in location and type an agenda will be published for meetings

## **MEMBERSHIP**

- The group shall annually elect a Chairman and vice Chairman at the first meeting of the group after the Annual Public Meeting of the Parish Council.
- Because issues (eg play equipment) and sites of interest (eg Jubilee Field/Croft Way Field) may vary, the group may co-opt councillors or members of the public to supply specialist expertise. Co-opted members will be expected to stand down when the topic in which they have an interest has been completed. The decision of the Chairman/vice Chairman of the OSG on whether to co-opt or terminate a membership will be final.

## **RESPONSIBILITIES**

- The group will hold meetings to review and progress topics of current interest, take forward and coordinate development issues and will meet and report back to the Parish Council on specific topics as and when requested by the Parish Council.
- Unless there is a clear reason for delay, the group will respond to requests to meet and report to the full Parish Council within a month of the request being made i.e. to the next full Parish Council meeting.
- The group will liaise with user groups such as the Pocket Park and Football Club.
- The group must ensure that the budget and arrangements for maintenance of the football pitch are value for money.
- The group will review leases or hire arrangements for any regular user group or proposals put forward by future users, balancing the needs of residents with the requirement that the Parish Council demonstrate value for money.
- The group may request reports or advice from members of the Infrastructure Group responsible for specific tasks and invite any of those individuals to be part of an OSG meeting if appropriate.
- The group will ensure that all play equipment, open spaces and the Pocket Park are inspected monthly
- The group will provide an informed representative to support the Chairman of the Parish Council in matters relating to the Mound and will ensure that that person has signed the confidentiality agreement.
- The group is tasked with demonstrating that, in making plans for any development or maintenance of any open space, it has considered the views of user groups, members of the public and residents, young and old who are not represented by specific activity groups.
- The Parish Council retains the authority to decide who will be permitted to hire or make regular use of any Parish owned open spaces but the OSG is expected to contribute an informed view if any usage might be detrimental to the fabric of the space, cause nuisance or detract from the quiet enjoyment of neighbouring properties.
- The group will seek out opportunities to make better use of existing open spaces and if possible to increase the amount of space available for sports activities whether in the Parish (e.g. by cooperating with local landowners) or outside the parish.
- The group will actively seek grant and third party funding opportunities for leisure development within the village.
- The group will develop and maintain a list of Community Infrastructure Levy (CIL) projects (including outline budget).

**REPORTING**

- The group will report monthly to full Parish Council meetings on development work and the work of members of the Infrastructure task group as appropriate.
- The group will abide by the conditions of confidentiality when discussing the remediation of the Mound.
- The group will provide budget proposal to the annual Finance and General Purposes task group which will encompass the needs identified for infrastructure provision and future development.

**DISSOLUTION**

The terms of reference of the group and membership will be reviewed annually and may be changed by the resolution of the full Parish Council.