Date: Friday 7th September 2018

Councillors:
C Bidwell (Chairman), B E Dack, P Daffarn, N P Hanks, A M Hunt, S L Jones and T Milliken.

You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date / Time: Thursday 13th September 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Venue: Fairfield Community Hall, Kipling Crescent.

Members of the press and public are invited to attend.

Katrina Henshaw, Parish Clerk

Meeting Agenda

1 Apologies for Absence
1.1 To receive any apologies for absence from Councillors.

2 Disclosures of Interest and Dispensation requests
2.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.
2.2 To receive written requests for dispensations for declarable interests.
2.3 To grant any requests for dispensation as appropriate.

3 Council Minutes
3.1 To approve and sign as a correct record the minutes of the parish council meeting held on 12th July 2018 and the planning meetings held on 1st and 28th August 2018.

4 Public Participation Session for planning applications
4.1 15 minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.
Planning (Between 7.00 pm and 7.25 pm)

5 Open Planning Application

5.1 CB/18/01615/OUT Land adjacent to Wilbury Hills Cemetery

Erection of crematorium, including vehicular access to Arlesey New Road, internal access roads, car parking and service areas, alterations to levels, landscaping and memorial gardens and related works.

FPC to discuss comments from Consulo Limited (Appendix A) and agree if any additional comments to should be made to the following objection sent to CBC 9th June 2018:

FPC objects to this application for the following reasons:

- The East of Arlesey proposals in the CBC Local Plan fall within 300 metres of the chimneys so would be at risk of debris;
- There is also possible contamination of the Blue Lagoon that would become a central feature of the Country Park in the CBC Local Plan;
- The chimney is possibly too close to Arlesey New Road, so the road could be at risk of debris;
- Its catchment area is North Herts so cremations involving Royston and Baldock residents will use the A507 and then the Hitchin Road/Stotfold Road to Arlesey Road. Both the A507 and this road are already very busy and with 400 hundred extra properties being built in Fairfield the problems will increase. They plan on one cremation every half an hour when it is established so the number of vehicles could be excessive. FPC disagree with the report that heavily implies that the route to the crematorium would be via Letchworth.

6 New Planning Applications

6.1 CB/18/03090/FULL 51 Hardy Way

Single storey side extension, loft conversion with front and rear dormers and proposed raised decking area.

6.2 CB/18/03219/VOC Land East of Hitchin Road

Variation of Conditions 13 and 14 on application CB/17/02639/VOC.

Condition No 13 to be rephrased to read; Within 12 months of the first occupation of the school building the off-site highway works shown for indicative purposes on plans 102 and 103 shall be constructed in accordance with full engineering details to have been first submitted to and approved by the Local Planning Authority. Reason: To ensure the provision of appropriate access arrangements and associated off-site highways works in the interests of highways safety in accordance with Policy DM3 of the Core Strategy and Development Management Policies 2019.

Condition No 14 to be redrafted to read; Within 12 months after occupation of the school shown on plan 38149-C-102-C1 shall be fully constructed in accordance with the approved details.

6.3 Any urgent planning applications received between 7th and 13th September 2018

7 Planning Decisions

7.1 CB/18/01632/FULL Playing Field, Letchworth

Change of use to land as a community hub for dog training and exercising and use of one portable building as shelter.

CBC granted full permission 3rd September 2018

7.2 CB/18/02526/FULL Land adjacent to 161 Hitchin Road

Temporary school access

CBC granted full permission 23rd August 2018
7.3 **CB/18/02678/FULL 31 Hardy Way**

Single storey rear extension, to include insertion of roof lights in proposed pitched roof and existing pitched roof

CBC granted full permission 24th August 2018

**Rest of meeting (From 7.30 pm)**

8 **Public Participation Session for rest of the meeting**

8.1 15 minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.

9 **Central Bedfordshire Council Ward Members Report**

9.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.

9.2 To receive an update on the travellers in Stotfold.

**Decision items**

10 **Standing Orders**

10.1 Following advice from NALC, FPC to adopted amended standing orders 17(d)(ii), 21(a). 15(b)(ix) and 18. *(Appendix B)*

11 **Anglian Water**

11.1 FPC to consider Anglian Water’s donation of £7,000 as a gesture of will and agree if to accept or to consider pursuing this matter through legal channels.

12 **Urban Park**

12.1 As agreed at the July meeting (item 94.1) FPC delegated powers to Councillors Bidwell, Dack and Daffarn so a decision could be made on the electrics contract between meetings. It was agreed to award the contract to Switched On Electrical Services as they were considered best value.

12.2 FPRA are planning to hold a ‘Food Market’ in the Market Place area of the Urban Park. No date has yet been set, but it would be their intention to hold it late October or early November. There would be approximately six to nine stalls, each stall holder would be required to hold a street traders’ licence and to comply fully with food hygiene regulations. Stall holders will also be required to remove all rubbish from the site. FPRA are aiming for a mix of local and foreign food stalls.

The event will be publicised only locally through Fairfield Matters, FPRA website and Facebook page, parish and community hall noticeboards, FPRA email group. The event will not be publicised outside of Fairfield.

Parking – it is intended that residents will walk to the event and this will be encouraged. The school will be approached to let their car park be used for the stallholder’s vehicles. The community hall toilet facilities will be made available to stall holders and market attendees.

There will be no charge for entry to the market.

All stall holders will carry the minimum public liability insurance of £5 million. A risk assessment will be carried out for events in the Urban Park.

This type of event was requested by the residents in the Fairfield Parish Questionnaire.
CBC has been approached by FPRA and said that FPC should be approached, but that they do not need any type of licence to be issued. FPRA has therefore asked FPC to consider whether they have any objection to the holding of this event, or whether there are any conditions that they would like to be met. Although this is a single event, FPRA would be keen to hold such a market up to 4 times a year. The market will be open between 9.00 am and 1.00 pm. A representative of the FPRA will be in attendance. The stall holders will be fully briefed as to their responsibilities and their expectations.

12.3 The parish council to discuss if it should have a small fire work display near or on November 5th in the urban park. The fireworks could be either rocket type or small Ariel display. The display could also have some food stalls and drink as well to bring people out

13 Orchard Maintenance

13.1 FHMC (on behalf of Hotbed) approved the following on 1st August 2018:

1. That FPC and the “Friends of the Orchard” volunteer group can continue to carry out maintenance to the fruit bearing trees and grass areas as per your current management plan. This permission does not extend to the trees forming the boundaries of the orchards which remain under the maintenance control of FHMC.
2. That the Fairfield Community can continue to collect apples for their own use.
3. That Apple Day can take place on 29 September 2018 which will involve the collection of apples and pressing into cider to be given free to the community.
4. That the area between the Community Hall and Icknield House can be used to host the Apple Day event.
5. That FPC can continue to cut the grass areas and manage brambles in the East and West Orchards.
6. That FPC can continue to cut the grass area between the Community Hall and Icknield House.

Approval is granted annually and therefore will be reviewed again no later than 31st July 2019 and is granted on the understanding that there will be no cost liability to either Hotbed or FHMC.

13.2 FPC to discuss and agree quotation from Hislop & Co Horticulture for £450.00 to carry out grass and bramble cuts in both the West and East Orchard. Grass to be cut and dropped, trees to be strimmed around at base. Price is for each cut.

14 Work to sycamore trees on west orchard

14.1 With respect to FPC’s proposal to undertake limited trimming of sycamores that line the school side of the West Orchard, FHMC reserved permission until they have viewed the trees in question and understand what work is required. FPC and FHMC met in August and agreed that FPC will supply full details of the works to be done once the fruit and holiday season has ended.

15 Public Art Project

15.1 FHMC granted approval on 30th July 2018 for this project based on the designs, materials as proposed and locations per the documents which FPC submitted in support of FPC’s application. Approval is granted on the understanding that there will be no cost liability to either Hotbed or FHMC.

16 Outdoor Gym

16.1 FPC to agree to discuss this project with FPRA in October and if FPRA is happy to proceed with it to establish what land is available.
17 Bottle Banks outside Tesco
17.1 A resident has complained about the noise from the bottle bank outside. The noise of smashing glass is affecting her lifestyle at home and she has asked for the bins to be moved away from housing back to the open cricket field. FPC to discuss this request.

18 Litter Day
18.1 To receive an update from Councillor Jones and agree new date of 10th November, in line with the WW1 beacon on 11th November.

19 WW1 Battles Over Tribute
19.1 Councillor Daffarn to report and FPC to agree a budget for the event.

Information items

20 Apple Day
20.1 To receive an update from Councillor Daffarn.
20.2 The risk assessment has been completed and sent to the insurance company (Appendix C)

21 Telephone Box Library
21.1 The telephone box is now operational.

Finance and Correspondence

22 Finance
22.1 To agree to set up a direct debit for £35.00 for the annual data protection fee.
22.2 To agree the 10% price increase from the Community Hall for rent. This is the first price increase since the hall opened. The new rent is £2,640.00
22.3 To receive receipts and agree payments. (Appendix D).

23 Correspondence
23.1 Any urgent correspondence received between 7th and 13th July 2018

24 Any other business
NB This is for exchange of information only. No decisions or actions can be agreed at this time.

25 Date of next meeting
25.1 The next Parish Council meeting will be held on 11th October 2018 at 7.00 pm for planning and 7.30 pm for all other matters.
Background

The starting point for the consideration of any planning application remains Section 38(6) of the Planning and Compulsory Purchase Act 2004. The current adopted plan for Central Bedfordshire Council is the North Local Development Framework (Core Strategy and Development Management Policies) Development Plan Document 2009. A submission version of the Central Bedfordshire Local Plan was submitted for examination on 30 April 2018 and is therefore at an advanced stage in the process leading to its adoption. There are a number of relevant policies in the current adopted plan including CS14 – high quality development, CS16 – landscape and woodland, DM3 – high quality design and perhaps most notably in terms of principle, DM4 – development within and beyond settlement envelopes.

Planning Policy and Principle of Development

Policy DM4 sets out the normal presumption for development within settlement boundaries. Emphasis is placed in paragraph 11.1.3 on the need for sustainable development (which is obviously the core principle of the NPPF) and the need to reduce reliance on travel by private car. The supporting text refers to the fact that where there is a need for certain types of development, but there is lack of suitable sites within a settlement envelope sites adjacent to the settlement envelope will be considered favourably. The importance however, is that to justify development in the countryside, (and it must be stressed that this site is not adjacent to the settlement boundary but beyond the settlement boundary) there must be evidence of need for the development. Although the adopted plan pre-dates the NPPF, the principles that underpin those adopted policies are still sound and indeed form, as stated, the core underlying principles of the NPPF to ensure sustainable patterns of development in economic, social and environmental terms. As stated, the NPPF applies strict controls on new development save unless there is a clear and convincing case as to why there should be a departure from those restrictive countryside policies. Need for any substantial built form of development in the countryside is therefore key to assessing whether the proposal should be granted planning permission. The need for it should be assessed on both a qualitative and quantitative basis. This approach has been consistent throughout all appeal decisions relating to crematoria development and is the approach that must therefore be adopted by Central Bedfordshire Council in reaching a view on the proposal now submitted by North Hertfordshire District Council for a new crematorium at Wilbury Hills.

In addition to the adopted Local Plan, the Council is now at an advanced stage with the Central Bedfordshire Council Local Plan 2035. The Plan was submitted to the Secretary of State for examination on 30 April 2018 and the examination processes is anticipated to conclude around August 2018 with a view to adoption in October 2018. The Plan therefore must carry significant weight in the development management process.

Policies within the submission Local Plan echo both the Framework and previous development plan policies. Policy SP7 reaffirms the plan settlement hierarchy to guide development to existing settlements. It further reiterates that development within the countryside, outside the defined settlement envelopes, will continue to be restricted. It is perfectly clear that the settlement boundary for Letchworth will not incorporate the Application Site.

Policy EMP3 is concerned with employment development within or adjacent to settlement boundaries. As stated, the proposal is neither within or adjoining a settlement boundary. The supporting text to the policy at paragraph 12.7.2 confirms that the Council will,
exceptionally consider proposals for employment uses within or adjacent to Settlement Envelopes to meet identified local need or to support growth in the Council’s key employment sectors, where it is evidenced that there are no sustainable alternative sites.

As a matter of fact there is a suitable alternative site at Holwell only 3.1 miles from the proposed crematorium site by road and 1.9 miles from the site as the crow flies. In making the application at Wilbury Hills very little, if any, regard has been paid to the presence of the Holwell Crematorium and the need that is thereby fulfilled by this facility.

The evidence submitted below will show clearly and conclusively that there is no need for an additional crematorium to be located in the open countryside on this site. Therefore, the proposal would, in addition to its remoteness from the settlement boundary, be contrary to Policy EMP3 on the basis that it does not satisfy the relevant criteria specified within the policy. By definition, its countryside location for which no need can be demonstrated renders the proposal contrary to Policy DM4 of the adopted Plan.

It is further clear from the evidence set out below that the site is located in a prominent position and the proposal would have a considerable adverse impact on the character and setting of this rural location. The objection is therefore not merely one of principle. There is clear and demonstrable harm associated with the proposed crematorium.

The proposal is also contrary to policy CS16 of the adopted Local Plan. Paragraph 8.4.1 of the supporting text to the policy re-affirms the need to safeguard the countryside and to protect local landscape character. To allow inappropriate built development in the countryside, there has to be material considerations that weigh in favour of a departure from adopted planning policies. The Council rely on the Cremation Act 1902 to justify this proposal, but this is blatantly not a basis for permitting such schemes. The Act is merely concerned with a separation distance from protected buildings. It cannot and does not justify countryside development in planning terms. Need for the crematorium must be independently demonstrated.

Need

North Hertfordshire District Council has not divulged the basis upon which they claim there is a need for yet another crematorium located at Wilbury Hills particularly in light of the existence of an operational scheme at Holwell.

It is noted that when the Council sought a screening opinion from Central Bedfordshire Council in respect of its proposals, it made it quite clear that there would be a supporting need assessment in respect of the proposal. However, the need assessment that accompanied the planning application had been undertaken by one of the Council’s own officers. Furthermore, there is no evidence to suggest that this officer has anything like the necessary experience or expertise in dealing with needs cases in support of new crematoria.

It is understood that a firm had been employed to undertake a needs assessment in the summer of 2017. They had concluded that there was no need for a new crematorium at Wilbury Hills (this can be supplied if required). North Hertfordshire District Council have obviously decided to ignore the advice of their own appointed independent consultants and have, in the absence of being able to obtain independent verification of the need for their proposals, prepared their own evidence that is not backed up by any factual information to support the conclusions that are set out in the need assessment supporting this application.
The need assessment is so flawed that it fails to even address the most recent crematorium that has opened its doors in the area at Great Chesterford. The failure to provide an independent need assessment, that fully supports the principle of development, results in a direct conflict with the objectives of policies DM4 and EMP3.

Grounds for Refusal

1. The erection of a new crematorium together with associated development at Wilbury Hills, Stotfold Road, Letchworth, constitutes a substantial and unwarranted form of built development in the open countryside beyond the settlement limits of Letchworth. The proposed development will be detrimental to the character of the countryside and rural location of the site and the applicant has failed to demonstrate reasons for allowing such development which would be contrary to policy EM4 of the North Local Development Framework (Core Strategy and Development Management Policies) Development Plan Document 2009 and Policy SP7 of the Central Bedfordshire Council Local Plan 2035 (Submission Version April 2018).

2. The proposed development would give rise to a visually incongruous and isolated form of development which would be visually intrusive within the landscape and detrimental to the appearance and character of the countryside contrary to Policy CS16 of the adopted North Local Development Framework (Core Strategy and Development Management Policies) Development Plan Document 2009.

3. The applicant has failed to demonstrate a need for the proposed development in either quantitative or qualitative terms which might justify the erection of a new crematorium in the open countryside as an exception to countryside policies contrary to policies EMP3 and DM4 of the North Local Development Framework (Core Strategy and Development Management Policies) Development Plan Document 2009.
JULY 2018

L09-18 | 2018 model standing orders - amendment

NALC published new model standing orders in April 2018. This briefing sets out the changes we have made to the documents and why we have made them.

Model standing order 17

A minor mistake was made in respect of model standing order 17(d) (ii) which states:

“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”

The correct wording for standing order 17(d)(ii) is:

“to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.”

Model standing order 21 and 15 (b) (ix)

Further to the government’s decision to exempt local councils from the definition of “public authority” for the purposes of the General Data Protection Regulation the previous reference to “shall appoint a Data Protection Officer” in model standing order 21 (a) has been changed to “may appoint a Data Protection Officer”. Model standing order 15 (b) (ix) has also been changed to conform to the new position.

(England only) model standing order 18

Model standing order 18 (c) has been changed to include the words “unless it proposes to use an existing list of approved suppliers (framework agreement)” and now reads:

“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing
list of approved suppliers (framework agreement)"

This change has been made further to requests that we clarify the wording of the standing order. Legal Topic Note 87 contains detailed guidance on advertising on the contracts finder website.

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1. **Rules of debate at meetings**

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

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

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

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

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

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

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

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

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

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

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

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

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

   n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
Standing Orders for Fairfield Parish Council adopted 10th May 2018

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

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

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

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

r When a motion is under debate, no other motion shall be moved except:

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

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

t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.
1. Disorderly conduct at meetings

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

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

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

2. 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) above shall not exceed 15 minutes unless directed by the Chairman of the meeting.

g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

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

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

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

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

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

o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).

p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

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) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

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.

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 dispensation (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.

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.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

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.

A meeting shall not exceed a period of 2.5 hours (including 30 minutes for planning).

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

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

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

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

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 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 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.
4. Ordinary Council meetings

a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

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

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 directs.

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 any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the 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 must 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 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 must 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 any) of the Council at the annual meeting of the Council, the business of the annual meeting 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 above;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insured 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 the freedom of information Act 2000 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 and the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

5. Extraordinary meetings of the Council and 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 or refuses to 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 must 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 or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of
the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

6. **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 4 Councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved within a further six months.

7. **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.

8. **Motions for a meeting that require written notice to be given to the Proper Officer**

a. A motion shall relate to the responsibilities of the meeting which it is tabled for 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 4 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) above, 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) above is not clear in meaning, the motion shall be rejected until the
mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

9. 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 sensitive 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 requirements);
   xvi. to adjourn the meeting; or
   xvii. to close a meeting.

10. 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.

11. Draft minutes

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) above.

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
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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.

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.

12. Code of conduct and dispensations

See also standing order 3(t) above.

England

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 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) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h. A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:

a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
b. granting the dispensation is in the interests of persons living in the Council’s area or
c. it is otherwise appropriate to grant a dispensation.

13. 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 above, report this to the Council.

b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.

c. The Council may:
   i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
   ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d. (England) Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.
14. Proper Officer

a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall:
   i. at least three clear days before a meeting of the Council, a committee or a sub-committee,
      - serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and
      - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).

   See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

   ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;

   iii. convene a meeting of full 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 the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council’s relevant policies and procedures;

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

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

   xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
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xii. arrange for legal deeds to be executed; See also standing order 23 below.

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council’s financial regulations;

xiv. record every planning application notified to the Council and the Council’s response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council and the Planning advisers within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

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

xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect. See also standing order 23 below.

15. Responsible Financial Officer

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

16. Accounts and accounting statements

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

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

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

i. the Council’s receipts and payments for each quarter;

ii. the Council’s aggregate receipts and payments for the year to date;

iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
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17. Financial controls and procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
   i. the keeping of accounting records and systems of internal controls;
   ii. the assessment and management of financial risks faced by the Council;
   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
   iv. the inspection and copying by Councillors and local electors of the Council’s accounts and/or orders of payments; and
   v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e  Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f  A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

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

18. Handling staff matters

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

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

c  The Chairman of Council or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee’s job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.

d  Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee shall contact the Chairman of the Council or in his absence, the Vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

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

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

g  The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h  Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

i  Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk/Responsible Financial Officer and/or the Chairman of the Council.

19. Responsibilities to provide information

  See also standing order 21.

a  In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

b  If gross annual income or expenditure (whichever is the higher) exceeds £200,000 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.
20. Responsibilities under Data Protection Legislation

See also standing order 11.

a. The Council may appoint a Data Protection Officer.

b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

c. The Council shall have a written policy in place for responding to and managing a personal data breach.

d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f. The Council shall maintain a written record of its processing activities.

21. Relations with the press/media

a. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council’s policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

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

a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b. Subject to standing order 22(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. The above is applicable to a Council without a common seal.

23. Communicating with Unitary Councillors

a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillors of the Unitary Council representing the area of the Council.

b. Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward Councillors representing the area of the Council.
24. Restrictions on Councillor activities

a. Unless authorised by a resolution, 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.

25. Standing orders generally

a. All or part of a standing order, except one that incorporates mandatory statutory 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 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 above.

c. The Proper Officer shall provide a copy of the Council’s standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.

d. The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.
**Fairfield Friends of the Orchards Apple Day 29th September 2018**

<p>| Description | Friends of the Orchards (FTO) collect apples from the orchards of Fairfield and enable the general public of Fairfield to have their own apples pressed into juice. The Apple Day will take place in the open or under cover within the Community Hall. Large and small apple presses, and electric apple crushers, will be used to process the apples. The public are expected to bring their own receptacles for the juice. The general public will not operate the equipment, but selected FTO members will assist the main operators. Members of the public will be invited to help prepare the apples for the production process, by washing and dicing the apples; equipment and protective aprons will be provided by the organisers. Apple bobbing will be under the control of FTO members, Hog Roast under the control of Cardona and Son, Bakery sales David Gunns Bakery staff, Crepe making and sale by Crepe Franglais, and cheese sales by Wobbly Bottom cheese company. Bouncy Castles under the control of the equipment owners who will set the equipment up and monitor wind conditions, assisted by FTO. Tattoos will be under the control of the Face-ination company. Lower Wilbury Farm to have an enclosure for sheep which they will fully organise and control and be responsible for the welfare of the animals. All outside bodies attending the event will be require to have, and to be responsible for, their own risk assessment and insurance cover. |
| Products to be exhibited | Apple pressing equipment (large and small apple presses and electric crushers), leaflets, apple saplings, apple bobbing, apple tasting, cakes and bakes, tea, coffee and soft drinks, kids temporary tattoos, Hog Roast, Bakery, apple cider, Crepes, cheeses. Bouncy Inflatable Castles. Lower Wilbury Farm to have enclosure for sheep |
| Public Liability Insurance | Insurance company: Fairfield Parish Council Insurance |
|  | Policy no: RGBDX6962034 |
|  | Sum insured: £10,000,000 |
|  | Expiry Date: 14th May 2019 |
| Location of stand (if known) | Field to the rear of Fairfield Community Hall (in dry weather conditions). Otherwise some of the stalls will be placed under cover or in the Community Hall; stalls with their own cover will remain outside. |
| Date Assessment undertaken, risk assessment completed by Councillor C. Bidwell on behalf of the FTO and Fairfield Parish Council in accordance with the requirement of the FPC Insurer | 29th September 2018 |
|  | Reviewed on the 1st September 2018 |
| Safety equipment | First Aiders and First Aid kit, mobile phones, protective clothing, fire extinguishers. |</p>
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Severity of hazard</th>
<th>Likelihood of event</th>
<th>Adequacy of controls</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual handling</td>
<td>FTO members assisting in the assembling and disassembling of the apple presses. Loading and unloading from trailers.</td>
<td>med</td>
<td>low</td>
<td>good</td>
<td>Machinery is moved by owners, FTO volunteers. Ensure that people understand how to lift the equipment, are capable of lifting with a straight back and bending at the knees to lift, and are aware and operate as a team when lifting.</td>
</tr>
<tr>
<td>Strong wind lifts gazebos</td>
<td>Owners to ensure equipment is safely and securely grounded before use, and is safe to use in the prevailing wind conditions</td>
<td>med</td>
<td>low</td>
<td>good</td>
<td>Stand is erected by owners with, if needed, assistance from FTO and event organizer. Ensure gazebos securely erected. Will take place indoors if weather bad.</td>
</tr>
<tr>
<td>Inflatables</td>
<td>Owner to ensure equipment is safely secured before use and is safe to use in the prevailing wind conditions Children up to the age of 12</td>
<td>med</td>
<td>med</td>
<td>good</td>
<td>All inflatables to be inspected for damage to seals and securing points. All inflatables are erected by the owner of the equipment and will be secured by ground fixings and rope ties. Wind conditions to be monitored by the owner and FTO organisers. Ensure securely erected and fixed to ground by pins and ties suitable and strong enough to hold the equipment down onto the ground. Owner's staff to control numbers and age groups at all times. Securing guys/tie ropes to be checked before the event opens and during the whole event at least once an hour. Running ends of guy ropes should be at least 1000mm in length from the knot.</td>
</tr>
<tr>
<td>Moving parts of machinery</td>
<td>FTO volunteers and members of public who help</td>
<td>high</td>
<td>low</td>
<td>good</td>
<td>Machinery has guards in place. Other users will only be allowed under supervision of FTO members. FTO to monitor those using equipment; where they feel necessary, they can stop persons from using any of the equipment.</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Parties</td>
<td>Severity of hazard</td>
<td>Likelihood of event</td>
<td>Adequacy of controls</td>
<td>Control Measures</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Electricity</td>
<td>Owners of equipment. FTO volunteers Members of the public</td>
<td>high</td>
<td>low</td>
<td>good</td>
<td>Machinery only to be handled by authorised personnel or under supervision of FTO members.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ensure all displays are staffed at all times. Advise parents of potential danger to children. There is a guard on the machines. Cables are behind the main public area. Equipment should be safety tested where necessary and taken out of use if damaged.</td>
</tr>
<tr>
<td>Farm Animals display</td>
<td>Lower Wilbury Farm Staff. FTO. members of the public</td>
<td>medium</td>
<td>low</td>
<td>good</td>
<td>Area to be fully fenced to enclose it to prevent animals (sheep) from escaping. And to stop the public from entering the fenced-off area. Owners or FTO to monitor the area and ensure animal welfare. Security fence to be established and secured fully to prevent egress by live stock, and ingress by the public. Hand washing and disinfectant to be available at all times to the general public. Signage to be displayed “These animals can bite. Please do not cause distress to the animals”. Owner to be responsible for animal welfare.</td>
</tr>
<tr>
<td>Slipping/tripping</td>
<td>FTO volunteers Event attendees</td>
<td>low</td>
<td>low</td>
<td>good</td>
<td>Ensure pitch is safe before erecting presses. If ground conditions deteriorate, advise people coming to the stand of any slip/trip hazards.</td>
</tr>
<tr>
<td>Allergy (if serving tastings of apple juice or cider)</td>
<td>All attendees</td>
<td>high</td>
<td>med</td>
<td>med</td>
<td>Refuse to press dirty apples. Cider to be offered only to adults. Offer the taster, noting what it is (especially those under 5 years of age) Note this is unsterilized/pasteurised juice.</td>
</tr>
</tbody>
</table>
| Broken glass | All attendees | Severity of hazard: low  
Likelihood of event: low  
Adequacy of controls: good | FTO member to remove the glass immediately using gloves. | Ask for equipment to clear up. |
| Tips of young fruit trees | All attendees | Severity of hazard: high  
Likelihood of event: low  
Adequacy of controls: good | Ensure stand staffed at all times.  
Ensure no tree tips overly stick out into public space | Ensure tips of trees and stakes are covered |
| Hot Drinks (Tea/Coffee) | All attendees | Severity of hazard: High  
Likelihood of event: Low  
Adequacy of controls: Good  
The temperature to be controlled - not to be boiling water, and the beverage is checked with purchaser if it’s too hot. | Ensure containers are suitable for hot drinks.  
Hot Liquids to be controlled. Water is not to be allowed to boil. |
| Electrocution | Volunteers | Severity of hazard: high  
Likelihood of event: low  
Adequacy of controls: good (wet weather) | Use electrical connectors rated for outdoor use.  
Keep electrical wiring away from the public part of the stand | Annual check of equipment |
| Heat exhaustion or hypothermia | Volunteers | Severity of hazard: low  
Likelihood of event: low  
Adequacy of controls: good |  | Advice volunteers to dress appropriately.  
Ensure breaks are taken. |
| Unstable Table and Chairs | FTO Volunteers and members of the public | Severity of Hazard: low  
Likelihood of event: Low  
Adequacy of controls: good | Table and chairs used from the Community Centre these are to be checked before putting out for use | FTO to monitor during the event |
# Appendix D

## Receipts

<table>
<thead>
<tr>
<th>To whom</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Bedfordshire Council</td>
<td>18/19 Precept</td>
<td>£46,764.00</td>
</tr>
<tr>
<td>HMRC</td>
<td>VAT refund April -July</td>
<td>£3,545.25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>£50,309.25</strong></td>
</tr>
</tbody>
</table>

## Payments

<table>
<thead>
<tr>
<th>To whom</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katrina Henshaw</td>
<td>July wages</td>
<td>£533.24</td>
</tr>
<tr>
<td>HMRC</td>
<td>July Tax and NI</td>
<td>£133.40</td>
</tr>
<tr>
<td>Katrina Henshaw</td>
<td>August wages</td>
<td>£908.40</td>
</tr>
<tr>
<td>HMRC</td>
<td>August Tax and NI</td>
<td>£373.98</td>
</tr>
<tr>
<td>EE</td>
<td>Mobile phone - July</td>
<td>£9.98</td>
</tr>
<tr>
<td>EE</td>
<td>Mobile phone – August</td>
<td>£9.98</td>
</tr>
<tr>
<td>Herts Full Stop</td>
<td>Stationery</td>
<td>£98.00</td>
</tr>
<tr>
<td>Ebuyer</td>
<td>Stationery</td>
<td>£133.29</td>
</tr>
<tr>
<td>MBS</td>
<td>Maintenance – July</td>
<td>£914.55</td>
</tr>
<tr>
<td>BRCC</td>
<td>Contribution towards BRCCs work in 2018-19 in developing the Green Wheel</td>
<td>£1,500.00</td>
</tr>
<tr>
<td>Affinity Water</td>
<td>Hydrant Licence</td>
<td>£653.85</td>
</tr>
<tr>
<td>X2 connect</td>
<td>Telephone box</td>
<td>£3,780.00</td>
</tr>
<tr>
<td>Local Council Public Advisory Service</td>
<td>GDPR Update presentation 18th May 2018</td>
<td>£25.00</td>
</tr>
<tr>
<td>Barrie Dack</td>
<td>Licence to use images for website</td>
<td>£38.40</td>
</tr>
<tr>
<td>T&amp;J Seymour</td>
<td>Installing and removing Christmas lights</td>
<td>£90.00</td>
</tr>
<tr>
<td>B&amp;Q</td>
<td>Hose pipe</td>
<td>£76.00</td>
</tr>
<tr>
<td>Amazon</td>
<td>Hose pipe reel</td>
<td>£62.99</td>
</tr>
<tr>
<td>Chris Bidwell</td>
<td>Reimbursement to move concrete blocks to the gap near the compound to prevent vehicles accessing the orchard</td>
<td>£260.00</td>
</tr>
<tr>
<td>Barrie Dack</td>
<td>Reimbursement for signs for the telephone box library</td>
<td>£41.16</td>
</tr>
<tr>
<td>The Sign Shed</td>
<td>Danger unsafe signs</td>
<td>£80.26</td>
</tr>
<tr>
<td>Amanda Wilkinson</td>
<td>Face painting for apple day</td>
<td>£160.00</td>
</tr>
<tr>
<td>Koncept Castles</td>
<td>Deposit for bouncy castle for apple day</td>
<td>£30.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>£9,912.48</strong></td>
</tr>
</tbody>
</table>