

## **Bridge Parish Council Environmental Policy**

Bridge Parish Council recognises that it is important for its Members and employees to have an awareness and understanding of the effects of their actions upon the physical and social environment in which they live, work and relax. In order to do this we need to take responsibility for our own actions and we need to encourage a sense of duty and care in others in our community for the world in which we all live.

The ways in which we will strive towards this goal is by;

1. buying products made from recycled or recyclable materials
2. avoiding buying disposable products and re-use materials wherever possible
3. supporting recycling and composting schemes
4. repairing items if possible
5. saving energy by switching off lights, turning off taps and closing doors
6. encouraging electronic communication to replace paper
7. supporting local products where possible to reduce 'Food Miles'
8. supporting local cycle routes to reduce the reliance on motor vehicles
9. supporting youth schemes for young people
10. supporting "sympathetic" planning and objecting to "unsympathetic" planning applications
11. supporting initiatives that reduce vandalism, graffiti and litter in our community
12. supporting events that foster a "sense of community"
13. supporting and encouraging plant and animal diversity

Adopted by Bridge Parish Council - November 2005

## Housing needs survey for the parish of Bridge

### RESULTS

The housing needs survey was delivered to every household in Bridge Parish during July 2005. The purpose of the survey is to find out if there is a need for a local needs housing scheme in the parish.

A summary of the main findings of the survey is given below:

- Response rate of 36% (a good response for this type of survey)
- Respondents to the survey were predominately owner occupiers (90%)
- The 2001 census shows a slightly higher level of rented accommodation at 19% of dwellings (private and social rented)
- From the survey 74% of homes have 3 or more bedrooms
- 63% of respondents have lived in Bridge for more than 11 years
- 148 people have left the parish in recent years, of these 33 people indicated that they would return if affordable housing is available
- Respondents perceived that housing for young people (26%), family homes (12%) and housing for older people (12%) are most needed in the parish
- 11% of respondents would prefer to see no further houses built
- 75% of respondents said they would not object to a development to meet local housing needs
- Written comments were received;
  - Concerns were expressed about
    - Pressure on existing services and facilities
    - Expansion of the village and growth towards Canterbury
    - Loss of rural feel and possible change to village character
- 16% of respondents (40 households) to the survey indicated a housing need
- The 40 households that completed section 2 of the survey, indicating they had a housing need, were assessed to see if they would be eligible for local needs housing - that is they have a connection to the parish, they wish to remain living in the parish and are unable to afford suitable accommodation, in the parish, to either rent or buy on the open market.

- 24 households are unable to rent privately or purchase a home on the open market suitable for their needs
  - 16 x single people
  - 2 x couples
  - 6 x families
- Of the single and couple households
  - 78% are between 16 -24 years of age
  - 5% are between 25 – 44 years of age
  - 11% are between 45 – 59 years of age
  - 5% are over 60 years of age
  - The 6 families include 7 children
- 22 out of the 24 households currently live in the village
- 14 (58%) of the 24 households are seeking their first independent home

A formula of need being 2 to 3 times greater than number of properties that maybe be built is used to calculate how many homes would meet existing and future housing need in the parish.

For Bridge Parish a small scheme of perhaps 8 affordable homes would meet existing and future needs of local people.

The survey also showed that 8 households, of older people, living in the parish are seeking some form of assisted accommodation, either warden assisted or residential care, within the parish.

**Local needs housing schemes** are built to provide affordable rented or shared ownership homes for local people. The homes are managed by a housing association and an agreement sets out the criteria that any applicant would have to fulfil in order to be allocated a home. Importantly they must be able to demonstrate a connection to the parish, either through residency, close family or employment.

As land within the village envelope is scarce and carries a high value, planning policy allows, where a proven need is established, for local needs housing schemes to be built outside of the normal limits to built development. These are known as exception sites. There are very strict criteria that must be met to ensure that the homes are sensitively designed, well located in relationship to the village, local services, the surrounding countryside and highways.

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## CONSTITUTION

To be adopted by Bridge Parish Council on the 9<sup>th</sup> February 2006

### 1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in this constitution.

### 2. The Name.

The association's name is "Bridge Youth Group"(and in this document is called the Club)

### 3. Area of benefit: The Parish of Bridge

### 4. The Objects

The Club's objects (the Objects) are:

- i) To promote and manage a Youth Club within the organisation for young people of both sexes, in the 9 to 16 years age ranges;
- ii) To encourage 'unattached' young people to join the Youth Club, paying particular attention to provision for those with special needs, or of minority ethnic origin;
- iii) To support the youth workers in organising and supervising the activities of the Club, and assist them in the provision of an appropriate and attractive programme of activities;
- iv) To encourage the formation of a Club Members' Junior Committee and otherwise to provide opportunities for Youth Club members actively to participate in the management of their Club and activities.
- v) To liaise with other sub-committee and sections of the organisation as may be appropriate;
- vi) To support and encourage participation in any wider grouping of youth organisations established to promote and assist work among young people and/or discuss issues which affect them
- vii) To recommend for the consideration of the Management Committee the establishment of additional activities and sections which would be of particular interest to unemployed and other young people
- viii) To raise funds by seeking grants and/or organising special efforts to assist with the provision of equipment or facilities for the Youth Club and to help meet its running costs.
- ix) To promote such other charitable purposes as may from time to time be determined

## 5. Powers

In order to implement its objects, the Bridge Youth Group may exercise the following powers:

- i) power to raise funds and to invite and receive contributions;
- ii) power to buy or lease and to maintain any equipment or materials necessary for the achievement of the objects;
- iii) power to sell, lease or dispose of all or part of the property of the Club;
- iv) power to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects
- v) authority to charge members subscriptions
- vi) authority to publish literature: books, periodicals, pamphlets and other materials in printed, records or electronic format
- vii) authority to organise conferences, debates, seminars and such other special events as the Management Committee may determine
- viii) authority to co-operate with other organisations in furtherance of the any of the objects or of similar purposes;
- ix) responsibility to provide indemnity insurance cover for the members of the Management Committee (or any of them) out of the funds of the Club: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed in reckless disregard of whether it was a breach of duty or breach of trust or not.
- x) Responsibility to identify and develop such policies as are necessary for the running of the organisation, and procedures for implementing them
- xi) power to do all such other lawful things as shall further the objects of the group.

## 6. Membership

Membership of the Club shall be open to young people between the ages of 9 and 16 years residing in the parish of Bridge and other persons or bodies interested in furthering the work of the Club.

Membership of the Club shall be open, irrespective of sex, sexual orientation, race, nationality, disability, or political, religious or other opinion.

Members will agree to abide by the rules of the Club regarding membership and behaviour.

## Subscriptions

The main Committee will determine the amount of subscription payable by members.

## Termination of Membership

The main Management Committee and/or Youth workers (whether paid or unpaid) shall decide if someone's membership is to be suspended or terminated. Membership may be suspended or terminated on the following grounds:

- Absence of 3 or more consecutive sessions, as detailed in the rules of membership
- Behaviour deemed unacceptable or that is in breach of the rules of the membership

## 7. Complaints Procedure

i) If in the opinion of the staff, the behaviour of any person involved in any Youth Club activity could be deemed as unacceptable, that person may be asked to leave if appropriate and be excluded Youth Club activities until a management Committee meeting can be called to discuss the problem. This meeting must be called within 14 days of the reported incident. A letter to the person involved must be sent out to their given address 3 days after the incident, explaining the situation and inviting them to attend the Management Committee meeting.

Members have a right to be heard by the deciding body, accompanied by a friend if desired, before a final decision is made.

Any decision made by the Management Committee regarding the situation will be final.

ii) If any person involved in Youth Club activities has reason to make a complaint of any kind, this complaint must be put in writing to any Management Committee officer, giving names, dates and details of the complaint. This will be acknowledged as soon as possible and the complaint will be fully investigated within 14 days. If there is any reason for a delay the complainant will be kept informed.

The Management Committee will convene a special meeting to which the complainant will be invited. A full report of the meeting including details of any decisions will be sent to the complainant. This will be done within 4 weeks of the date of the complaint. The decision of the Management Committee will be final.

## 8. Committee Structures

### Management Committee

The Club shall be managed by a Committee of not less than 3 persons elected annually by ballot at the Annual General Meeting.

The Committee shall appoint a Chairman, Secretary and Treasurer and such officers as they deem necessary.

The Committee shall meet at least 2 times a year.

The Committee shall have the power to co-opt as additional members, such persons as, in the opinions, are able to render special service.

The duties of the Committee shall be to safeguard the interests of members, by providing premises, leadership and finance and by encouraging members to take a full and active part in the running of their Club, by devising methods of achieving the objects of the Club exercising with members a general oversight and assisting in the development and extension of activities.

Nominations for election to the Management Committee shall be submitted in writing, countersigned by the person nominated, not less than seven days before the AGM.

#### Provision for Junior Membership on Management Committee

Provision for junior member representation may be undertaken as necessary, subject to the following:

- i) Only those members with membership of at least 10 weeks membership shall be considered to join the Management Committee
- ii) Up to 3 junior representatives only may sit on the Management Committee
- iii) Junior representatives to be elected annually by ballot by members and Management Committee or co-opted by Management Committee only with Junior representative agreement.
- iv) No person under 18 years may be appointed as a charity trustee or have any voting right.

Duties of the Junior representatives shall be an advisory role to the Management Committee on the conduct of the day to day running of the general affairs of the Club, and matters of policy and finance, as appropriate.

Junior representatives responsibilities are subject to the ultimate oversight and responsibility of the elected Management Committee.

#### Paid Staff

The Management Committee has responsibility for appointing and dismissing paid staff and fix their rate of pay and terms and conditions.

No paid staff may be a member of the Management Committee although staff may be in attendance, if invited.

#### 9. Accounts

The Management Committee shall cause to be kept proper accounts of all Monies belonging to the Club, to be presented at all Management Committee meetings.

#### 10. AGM

The main Committee must hold an Annual General Meeting of the Club within 12 months of the date of the adoption of this Constitution.

An Annual General Meeting must be held in each subsequent year and within 15 months of the preceding annual general meeting.

At least three weeks notice must be given of the AGM.

The purpose of the AGM shall be to

- receive the annual Management Committee report



- to receive the audited or independently examined balance sheet and statement of accounts for preceding year, with estimates of receipts and expenditure for the current financial year
- to elect officers, fill vacancies
- to keep the membership informed
- to decide on any resolutions which may be submitted to the meeting

Those people entitled to vote shall be voting members of the Management Committee. Each member shall have one vote. All votes at general meetings are on a simple majority basis though the Chair shall have a second or casting vote in the event of a tie.

General Meetings may be convened at any time by the Management Committee and shall be convened by them on receipt of a requisition signed by any member.

### 11. Special General Meetings

The Chair of the Committee or the Secretary may at any time at their discretion, and shall within 21 days of the secretary receiving a written request to do so, signed by not less than 2 members having the power to vote and giving reasons for the request, call a Special general meeting of the Club for the purposes of altering the Constitution in accordance with Clause 12 hereof or of considering any other matter which may be referred to it or for any other purpose.

Special General Meetings may *only* consider the business for which they have been called, and this should be clearly noted on the notice of the meeting which should be sent to all members, sections and affiliated groups, and to statutory authorities which have any appointed representatives to the main committee of the Club.

Three weeks notice of a Special General Meeting should in normal circumstances be given, although if the reason for calling the special general meeting is that an emergency has arisen, shorter notice may in such circumstances be given.

### 12. Constitution

Notice of proposed amendments to the Constitution must be given in writing not less than 28 days before the meeting at which it is first to be considered.

The above Constitution shall only be altered by resolution passed by a two-thirds majority of the members in General meeting.

Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

### 13. Dissolution

The procedure to wind up the Club, on the ground of expense or otherwise it is necessary or advisable to dissolve the Club, shall be by simple majority at a General meeting.

In the event of the Club being dissolved, a meeting of the Committee shall be called to realise the assets of the Club and discharge all debts and liabilities of the Club.

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- receive the annual Management Committee report

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Signatures:

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**How to use model standing orders**

# **Standing Orders**

Adopted by Bridge Parish Council  
on

..... 10<sup>th</sup> March 2011.....

Chairman

.....

Minute reference

136/10-11a

As explained in *How to use this publication (page 6)*, a word format of Part two is separately available free of charge to local councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW). This can be obtained from the members' area of NALC's website, from local County Associations (CALCs) or OVW. A word format of the model standing orders should assist local councils, in membership of NALC or OVW, to edit and adapt them for their own use.

The purpose of Part one – Law and Procedure for Local Councils is to provide a comprehensive and relevant commentary on all of the model standing orders in Part two – Model Standing Orders for Local Councils. *Section 7: Effective governance (page 49)* and *Section 8: Council meetings (page 52)* in Part one confirmed that a local council should undertake a review of its standing orders annually and explained why this is necessary.

Standing orders for the organisation and transaction of Councils' business are decided by full Council. A committee or sub-committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

As explained in *How to use this publication (page 6)*, the model standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. It is recommended that a Council adopts the model standing orders in bold type in their current form because these reflect statutory requirements. If a Council wants to slightly alter the wording of the model standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Model standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. They may be adapted in their current form but are more likely to require adapting or supplementing to suit a Council's particular needs. Once again, a Council is reminded not to adopt standing orders which undermine, override or conflict with any requirements imposed by legislation.



- Some model standing orders indicate by use of '( )' that information must be inserted before being adopted.
- Some model standing orders indicate by use of the term 'OR' that an alternative option may apply.

As explained in *How to use this publication (see page 6)*, Part two does not include financial regulations, namely a comprehensive set of model standing orders for the regulation of a Council's financial affairs and accounting procedures. Any reference in the model standing orders to financial regulations is a reference to a Council's standing orders for the regulation of its financial affairs.

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# 1 Meetings

Mandatory for full Council meetings	λ
Mandatory for committee meetings	λ
Mandatory for sub-committee meetings	λ

- 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 **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
- c **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.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda, if invited to do so by the Chairman.
- e The period of time which is designated for public participation in accordance with standing

order 1(d) above shall not exceed 15 minutes.

- f Subject to standing order 1(e) above, each member of the public is entitled to speak only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting will not normally be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak. The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the parish council or its committees but otherwise may;**
  - a. film, photograph or make an audio recording of a meeting;**
  - b. use any other means of enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
  - c. report or comment on the proceedings in writing during or after a meeting or orally**

**report or comment after the meeting. (Amended 11.9.14 by minute 50/ 14-15b)**

- n **In accordance with standing order 1(c) above, the press shall be provided**  
● **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 may in his absence be done by,**  
● **to or before the Vice-Chairman (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.**
  
- q **Subject to model standing order 1 (y) below, all questions at a meeting shall be**  
● **decided by a majority of the Councillors present and voting thereon.**  
●
  
- r **The Chairman 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 also standing orders 2 (i) and (j) below.)**
  
- s **Unless standing orders provide otherwise, voting on any question shall be by a**  
● **show of hands. At the request of a Councillor, the voting on any question shall be**  
● **recorded so as to show whether each councillor present and voting, gave his vote**  
● **for or against that question.** Such a request shall be made before moving on to the next  
● item of business on the agenda.

- t **The minutes of a meeting shall record the names of councillors present** and absent.

●

●
- u **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

●

●
- v **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** *(See also standing orders 7 and 8 below.)*

●
- w **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 3.**
- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

●

## 2 Ordinary Council meetings

*See also standing order 1 above*

- 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 election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting 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, 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 of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
  - iv. Review of the terms of references for committees.
  - v. Receipt of nominations to existing committees.
  - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - vii. Review and adoption of appropriate standing orders and financial regulations.
  - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
  - ix. Review of representation on or work with external bodies and arrangements for reporting back.
  - x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
  - xi. Review of inventory of land and assets including buildings and office equipment.

- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### 3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
- Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, the proper officer should electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - i. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions received, unless a councillor has given 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, in accordance with standing order 3(b)i above.**
  - iv. Make available for inspection the minutes of meetings.
  - v. **Receive and retain copies of byelaws made by other local authorities.**
  - vi. **Receive and retain declarations of acceptance of office from councillors.**
  - vii. Retain a copy of every councillor's register of interests and any changes to it and

- keep copies of the same available for inspection.
- viii. Keep proper records required before and after meetings;
  - ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also model standing orders 14(a) and (b).*)
  - xiii. Arrange for 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 Vice-Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee.
  - xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## **4 Motions requiring written notice**

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 4 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the

wording of the motion.

- c **If the Proper Officer considers the wording of a motion received in accordance with** standing order 4(a) 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 in clear and certain language at least 4 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## 5 **Motions not requiring written notice**

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To note the absences of councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.

- v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.**
  - viii. To close or adjourn debate.
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
  - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee or sub-committee.
  - xii. To dissolve a committee or sub-committee.
  - xiii. To note the minutes of a meeting of a committee or sub-committee.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds signed by two councillors and witnessed.  
*(See standing orders 14(a) and (b) below.)*
  - xvii. To authorise the payment of monies up to £300.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.
  - xx. To exclude the press and public for all or part of a meeting.
  - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - xxii. To give the consent of the Council if such consent is required by standing orders.
  - xxiii. To suspend any standing order except those which are mandatory by law.**
  - xxiv. To adjourn the meeting.
  - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## 6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- c A Councillor may move amendments to his own motion.
- d Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- e A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- f Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- g Subject to Standing Order 6(f) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- h Pursuant to standing order 6(f) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.



- j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes.
- l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m Subject to standing orders 6(k) and (l) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- n 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 irregularity in the meeting he is concerned by.
- o A point of order shall be decided by the Chairman and his decision shall be final.
- p With the consent of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- q Subject to standing order 6(m) above, when a councillor's 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 silent or for him 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;
  - ix. to suspend any standing order, except those which are mandatory.
- r.** In respect of standing order 6(q)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **7 Code of conduct (England) Revised 12.7.12 by Minute 39/12-13c**

*See also model standing orders 1(d)–(i) above*

- 1. A Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter to be considered, or being considered at a meeting must;**
  - a) disclose the Interest ; and**
  - b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 5 below); and unless they have been granted a dispensation;**
  - c) not participate in any discussion of, or vote taken on the matter at the meeting; and**
  - d) with draw from the meeting room whenever It becomes apparent that the business is ; and**
  - e) not seek Improperly to Influence a decision about that business.**
  
- 2 A Member with an Other Significant Interest may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to**

**attend the meeting for the same purpose, whether under a statutory right or otherwise. The member will withdraw from the meeting room immediately after making representations, answering questions or giving evidence.**

- 3. Where a Member with Disclosable Pecuniary Interest or Other Significant Interest in a matter under discussion (unless a dispensation has been granted in accordance with paragraph 1 of this Standing Order) chooses to participate in the discussion and vote, the Chairman will refuse to count the 'vote' of the Member concerned for the 'vote' will have been cast illegally and cannot be considered to be a vote at all. The Chairman may apply the rules in Council Standing Order 10 relating to 'disorderly conduct.'**
- 4. The Chairman may request that a Member declare a Disclosable Pecuniary Interest or an Other Significant Interest and, if appropriate, leave the meeting room, should they have reason to believe the provisions of the Code of Conduct and/or this Standing Order are being breached.**
- 5. Where a Disclosable Pecuniary Interest or an Other Significant Interest has been agreed by the Monitoring Officer as being a Sensitive Interest, the Member need only disclose the existence of the Interest but not its nature.**

## **8 Questions**

- a A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

## 9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except **in** relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, 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 majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 10 Disorderly conduct

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

improperly.

- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## **11 Rescission of previous resolutions**

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Parish Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## **12 Voting on appointments**

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

## 13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.**
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 14 Execution and sealing of legal deeds

*See also standing order 5(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## 15 Committees

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor

- members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer as soon as possible before the meeting that they are unable to attend;
  - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - vi. may in accordance with standing orders, dissolve a committee at any time.

## 16 Sub-committees

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## 17 Extraordinary meetings

*See also standing order 1 above*

- 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 7 days of having been requested to do so by two**



**councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue 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 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 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

## **18 Advisory committees**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

## **19 Accounts and Financial Statement**

- a All payments by the Council shall be authorised, approved and paid in accordance with

the Council's financial regulations, which shall be reviewed at least annually.

- b** The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **20 Estimates/precepts**

- a** **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b** Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## **21 Canvassing of and recommendations by councillors**

- a** Canvassing councillors or the members of a committee or sub-committee, directly or

indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **22 Inspection of documents**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

## **23 Unauthorised activities**

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 24 Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 25 Power of well-being (England)

- a **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c **After the expiry of its preceding period of eligibility, the Council continues to be**

**an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

## **26 Matters affecting council employees**

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the committee or the sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the committee or the sub-committee or, in his absence, the Vice-Chairman of the committee or the sub-committee of any absence occasioned by illness or urgency and that person shall report such absence to the committee or the sub-committee at its next meeting.
- c The Chairman of the committee or the sub-committee or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Parish Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the committee or the sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's employee shall contact the Chairman of the committee or the sub-committee or in his absence, the Vice-Chairman of the committee or the sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the committee or the sub-committee.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the

Chairman or Vice-Chairman of the committee or the sub-committee, this shall be communicated to another member of the committee or the sub-committee, which shall be reported back and progressed by resolution of the committee or the sub-committee.

- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to (post holder) and/or the Chairman of the Council or the committee or the sub-committee.

## **27 Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

## **28 Relations with the press/media**

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. Any requests for statements to the council by the press or other media shall be made in writing.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media. All statements to the press or other media on behalf of the Parish Council shall be made in writing by the Chairman or in his absence, by the Vice Chairman.



## 29 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of the minutes of each council meeting shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

## 30 Financial matters

- 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 accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor 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;
  - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**

- c Any formal tender process shall comprise the following steps:
  - i. a public notice of intention to place a contract to be placed in a local newspaper;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii. tenders are to be sent, in a sealed marked envelope, to the Parish Clerk by a stated date and time;
  - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
  
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
  
- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

## 31 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Standards Committee.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Standards Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Standards Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
  - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
  - iii. Ensure that the public and press are excluded from meetings as appropriate.
  - iv. Ensure that the minutes of meetings preserve confidentiality.
  - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Standards Committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The Standards Committee shall have the power to:
  - i.** seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - ii.** seek and share information relevant to the complaint;
  - iii.** grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full

Council.

- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

## **32 Variation, revocation and suspension of standing orders**

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## **33 Standing orders to be given to councillors**

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may

result in him being excluded from the meeting in accordance with standing orders.



***///INALC***

## Canterbury City Council Kent Code of Conduct for Members

### Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from the Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, it is a criminal offence if, without reasonable excuse, you:
  - (a) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member
  - (b) Fail to disclose the interest at meetings where the interest is not entered in the authority's register
  - (c) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the authority's register and is not the subject of a pending notification
  - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
  - (e) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date when you become aware that you have such an interest in a matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority.
  - (f) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by the Authority for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.



## THE CODE

### 1. Interpretation

In this Code:

**"Associated Person"** means (either in the singular or in the plural):

- (a) a family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
  - (i) exercising functions of a public nature; or
  - (ii) directed to charitable purposes; or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

**"Authority"** means Canterbury City Council.

**"Authority Function"** means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

**"Code"** means this Code of Conduct.

**"Co-opted Member"** means a person who is not an elected member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

**"Disclosable Pecuniary Interest"** means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

**"Interests"** means Disclosable Pecuniary Interests and Other Significant Interests.

**"Meeting"** means any meeting of:

- (a) the Authority;
- (b) the executive of the Authority;
- (c) any of the Authority's or its executive's committees, sub-committees, joint committees and/or joint sub-committees.

**"Member"** means a person who is an elected member of the Authority and includes a Co-opted Member.

**"Other Significant Interest"** means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) which:

- (a) affects the financial position of yourself and/or an Associated Person; or
- (b) relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an Associated Person;

and which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

**"Register of Members' Interests"** means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

**"Sensitive Interest"** means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

## General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:
  - (a) act in accordance with the Authority's reasonable requirements; and
  - (b) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (2) You must not:
  - (a) bully any person;

- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (i) you have the written consent of a person authorised to give it; or
  - (ii) you are required by law to do so; or
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is:
    - reasonable and in the public interest; and
    - made in good faith and in compliance with the reasonable requirements of the Authority;
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

#### **Registering Disclosable Pecuniary Interests**

- 4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer before the end of 28 days beginning with the day you become aware of the existence of the interest.

#### **Declaring Interests**

- 5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.

- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest (and you are aware that you have such an interest) in any matter to be considered, or being considered, at the Meeting, you must:
  - (a) disclose the Interest; and
  - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation:
  - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
  - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
  - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
  - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
  - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
  - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

### **Sensitive Interests**

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the

Monitoring Officer asking that the information be included in the Register of Members' Interests.

- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

### **Gifts and Hospitality**

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Monitoring Officer of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

### **Dispensations**

8. (1) The Standards Committee, or any sub-committee of the Standards Committee, or the Monitoring Officer (where authorised) may, on a written request made to the Monitoring Officer (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Standards Committee, its sub-committee, or the Monitoring Officer (where authorised) considers that:
  - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or

- (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
  - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
  - (d) without the dispensation each member of the Authority's executive would be prohibited from participating in any particular business to be transacted by the Authority's executive; or
  - (e) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

## THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

**SELFLESSNESS:** You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

**INTEGRITY:** You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

**ACCOUNTABILITY:** You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

**OPENNESS:** You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

**HONESTY:** You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

**LEADERSHIP:** Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

**Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:**

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

**"the Act"** means the Localism Act 2011

**"body in which the relevant person has a beneficial interest"** means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

**"director"** includes a member of the committee of management of an industrial and provident society

**"land"** excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

**"M"** means a member of the relevant authority

**"member"** includes a co-opted member

**"relevant authority"** means the authority of which M is a member

**"relevant period"** means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

**"relevant person"** means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

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

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and



<b>Interest</b>	<b>Description</b>
	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Shore Park

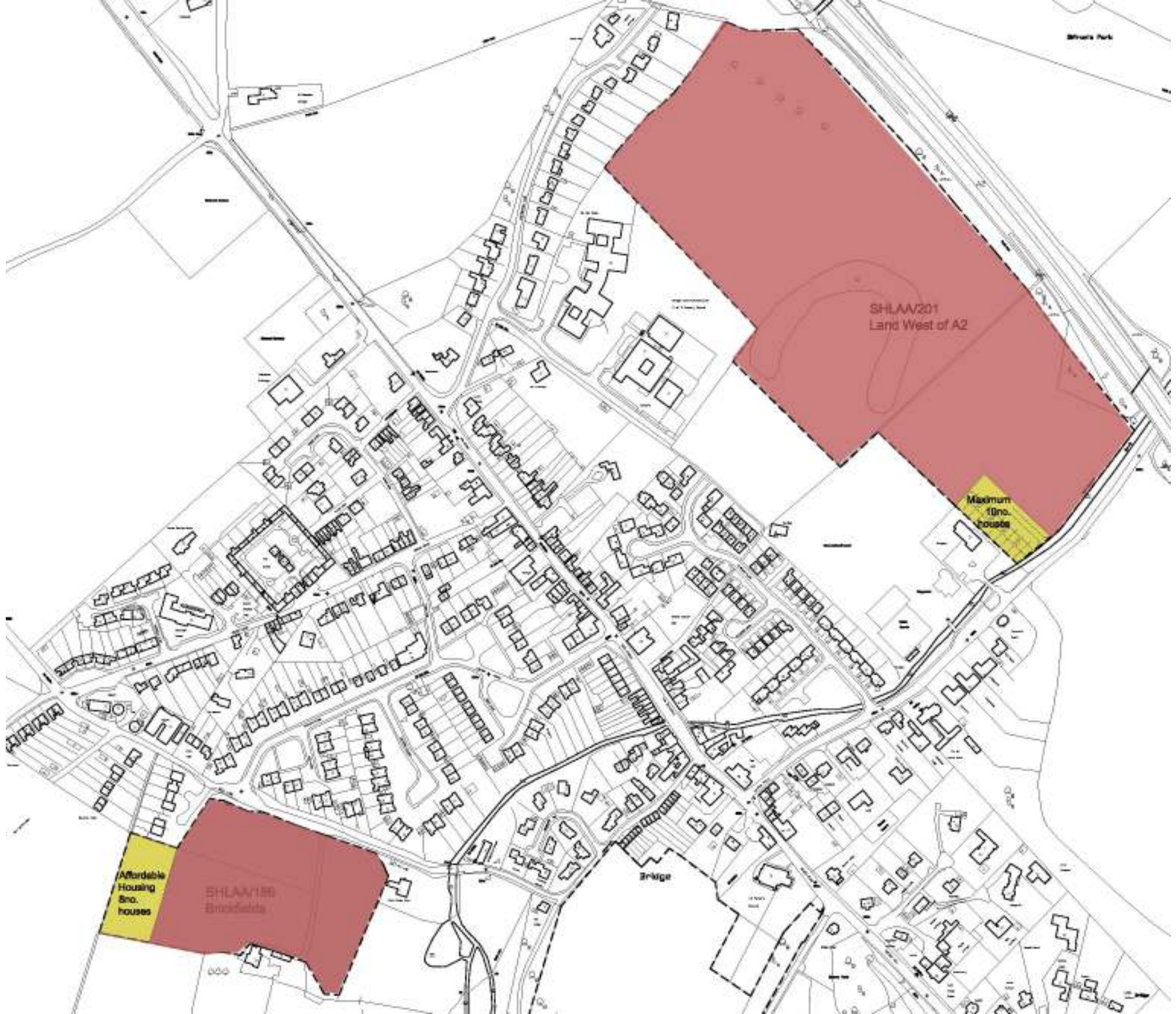
SHLAA/201  
Land West of A2

Maximum  
10no.  
houses

Affordable  
Housing  
8no.  
houses

SHLAA/188  
Brickfields

Bridge



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  - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
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  - (f) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by the Authority for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

## THE CODE

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- (a) a family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
  - (i) exercising functions of a public nature; or
  - (ii) directed to charitable purposes; or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

**"Authority"** means Canterbury City Council.

**"Authority Function"** means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

**"Code"** means this Code of Conduct.

**"Co-opted Member"** means a person who is not an elected member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

**"Disclosable Pecuniary Interest"** means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

**"Interests"** means Disclosable Pecuniary Interests and Other Significant Interests.

**"Meeting"** means any meeting of:

- (a) the Authority;
- (b) the executive of the Authority;
- (c) any of the Authority's or its executive's committees, sub-committees, joint committees and/or joint sub-committees.

**"Member"** means a person who is an elected member of the Authority and includes a Co-opted Member.

**"Other Significant Interest"** means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) which:

- (a) affects the financial position of yourself and/or an Associated Person; or
- (b) relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an Associated Person;

and which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

**"Register of Members' Interests"** means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

**"Sensitive Interest"** means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

## General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:
  - (a) act in accordance with the Authority's reasonable requirements; and
  - (b) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (2) You must not:
  - (a) bully any person;



- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (i) you have the written consent of a person authorised to give it; or
  - (ii) you are required by law to do so; or
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is:
    - reasonable and in the public interest; and
    - made in good faith and in compliance with the reasonable requirements of the Authority;
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

#### **Registering Disclosable Pecuniary Interests**

- 4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer before the end of 28 days beginning with the day you become aware of the existence of the interest.

#### **Declaring Interests**

- 5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.

- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest (and you are aware that you have such an interest) in any matter to be considered, or being considered, at the Meeting, you must:
  - (a) disclose the Interest; and
  - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation:
  - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
  - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
  - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
  - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
  - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
  - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

### **Sensitive Interests**

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the

Monitoring Officer asking that the information be included in the Register of Members' Interests.

- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

### **Gifts and Hospitality**

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Monitoring Officer of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

### **Dispensations**

8. (1) The Standards Committee, or any sub-committee of the Standards Committee, or the Monitoring Officer (where authorised) may, on a written request made to the Monitoring Officer (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Standards Committee, its sub-committee, or the Monitoring Officer (where authorised) considers that:
  - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or



- (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
  - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
  - (d) without the dispensation each member of the Authority's executive would be prohibited from participating in any particular business to be transacted by the Authority's executive; or
  - (e) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

## THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

**SELFLESSNESS:** You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

**INTEGRITY:** You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

**ACCOUNTABILITY:** You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

**OPENNESS:** You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

**HONESTY:** You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

**LEADERSHIP:** Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

**Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:**

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

**"the Act"** means the Localism Act 2011

**"body in which the relevant person has a beneficial interest"** means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

**"director"** includes a member of the committee of management of an industrial and provident society

**"land"** excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

**"M"** means a member of the relevant authority

**"member"** includes a co-opted member

**"relevant authority"** means the authority of which M is a member

**"relevant period"** means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

**"relevant person"** means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

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

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and

<b>Interest</b>	<b>Description</b>
	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

# **Bridge Parish Council Annual Parish Meeting**

**30 April 2015**

**Brian Lloyd  
Senior Planner  
CPRE Kent**

# About CPRE



- We are the Campaign to Protect Rural England
- National Charity established in 1926 – a branch in every county; Kent Branch established in 1929
- Entirely funded by our members and supporters
- Purpose: to ensure that development takes place in the right place and if at all possible avoids taking our precious countryside

Will talk about two things:

1. The importance and purpose of a local plan; and
2. The Canterbury Local Plan – its main proposals and what CPRE's concerns are with it



## Section 38 of the Planning & Compulsory Purchase Act 2004:

*'If regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts, the **determination is to be made in accordance with the plan unless material considerations indicate otherwise**'*

**The Plan-led system**



# What do Local Plans do?



- Provide a framework for making decisions on planning applications – section 38
- Set out a long term vision and strategy for places – 15 to 20 years
- Plan for future development needs – housing, jobs, retail, leisure, infrastructure etc...
- Balance economic, social and environmental needs – to achieve sustainable development
- Provide for effective consultation – to allow people to shape their communities

## **A Local Plan must:**

- Cover the whole district (though may be more than one document)
- Integrate with other strategies
- Have a robust evidence base
- Be realistic & demonstrate deliverability
- Involve proactive community engagement

# Canterbury Local Plan



- Work started – 2008/2009
- Consultation on Options – Jan 2010
- Consultation on Draft Plan – June 2013
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- Submitted for Examination – Nov 2014
- **Examination Hearings – July 2015**
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# Canterbury Local Plan



- Covers Period 2011 to 2031
- Proposes 15,600 new homes (780 per year) – 26% increase in number of homes
- Proposes 6,500 new jobs
- Development focussed at a number of large strategic greenfield sites:
  - South Canterbury – 4,000 homes
  - Hospital and adjoining land – 810 homes
  - Sturry/Broad Oak – 1,000 homes
  - Herne Bay – 2,200 homes on 3 sites
  - Strode Farm (Herne) – 800 homes
  - Whitstable – 400 homes
  - Hersden – 500 homes



### 1 South Canterbury

- 4,000 homes
- 70,000 sqm employment space
- Local shopping
- Community centre, primary schools, health centre
- Extended Park and Ride
- 30ha new public open space including allotments
- 20ha new woodland planting
- New A2 junction and fast bus link to the city centre
- New cycle routes
- Combined heat and power facility

### 2 Land at Sturry/ Broad Oak

- 1,000 homes
- Business floorspace
- Local shopping
- Community facilities
- Protection and enhancement of ancient woodland
- New open space, public gardens and playing fields (including allotments)
- New relief road, including closure/partial closure of crossings at Broad Oak and Sturry, new car park for Sturry Station

### 3 Herne Bay Golf Club

- 400 homes
- The mixed commercial property
- Local shopping
- 4ha sports and leisure facilities
- Site for new secondary school
- Doctor's surgery, care home

### 4 Strode Farm

- 800 homes
- 15,000 sqm employment floorspace
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- New relief route for Herne
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### 5 Hillborough

- 1,000 homes
- 10ha new business space
- New primary school with other community uses
- Additional woodland
- Open space north of the railway line
- Improvement to junction onto the Thanet Way

### 6 Land north of Hernden

- 600 homes
- The new business space
- New community buildings, play area and allotments, multi-use games area
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### 7 Thanet Way

- 400 homes
- Significant extension to Duncan Down open space and wildlife area

# Key Local Plan proposed sites:

This map shows the seven main development sites being proposed in the draft plan. It also shows the important landscape and wildlife areas that the plan aims to protect in the long term.



### District map key

- |   |   |
|---|---|
|  Main development sites                        |  Area of High Landscape Value                        |
|  Road proposal                                 |  Protected National and International Wildlife Sites |
|  Area of Search for possible Eastern Pygmy     |  Protected Green Gap                                 |
|  Kent Downs Area of Outstanding Natural Beauty |   |

# Canterbury Local Plan



- Major new highway provisions:
  - New A2 Bridge Interchange
  - Herne Relief Road
  - Sturry Relief Road
  - A28/A257 Barracks Link Road
  - Possible Eastern By-pass (in the future)
- Range of policies to protect the environment

We welcome the general policies that protect the environment, but:

- 15,600 new homes is too high, because:

- jobs target is too high, forcing housing number up – should be 3,500 jobs not 6,500
- involves excessive amount of greenfield land, including much high quality agricultural land
- other environmental impacts – e.g. landscape and water
- Don't think house builders can deliver 780 homes a year - average is around 550 a year over last 20 years
- risk of further development if can't deliver – 5 year supply rule
- lacks public support

We think the target should be around 12,000 (600 a year)



- Relying on a few large strategic sites is the wrong strategy:
  - 10 sites account for 10,110 homes - 65% of total
  - comprises urban sprawl and risks settlement coalescence – bad planning
  - is driven by desire to provide expensive new road infrastructure
  - should be smaller sites that better integrate with existing communities and with the landscape
  - should provide more choice – both to builders and prospective residents
  - should maximise use of brownfield land
  - fails to address rural housing needs, especially affordable housing



- Dependency on new road infrastructure:
  - Very costly - £100m+
  - Who will pay? Will developments be able to afford this?
  - Will it reduce funds for other essential infrastructure – schools, doctors etc...? Nil CIL
  - How will it be co-ordinated to ensure delivery in the right order?
  - High risk
  - Need more focus on promoting sustainable transport options

**Thank you**

**Questions**

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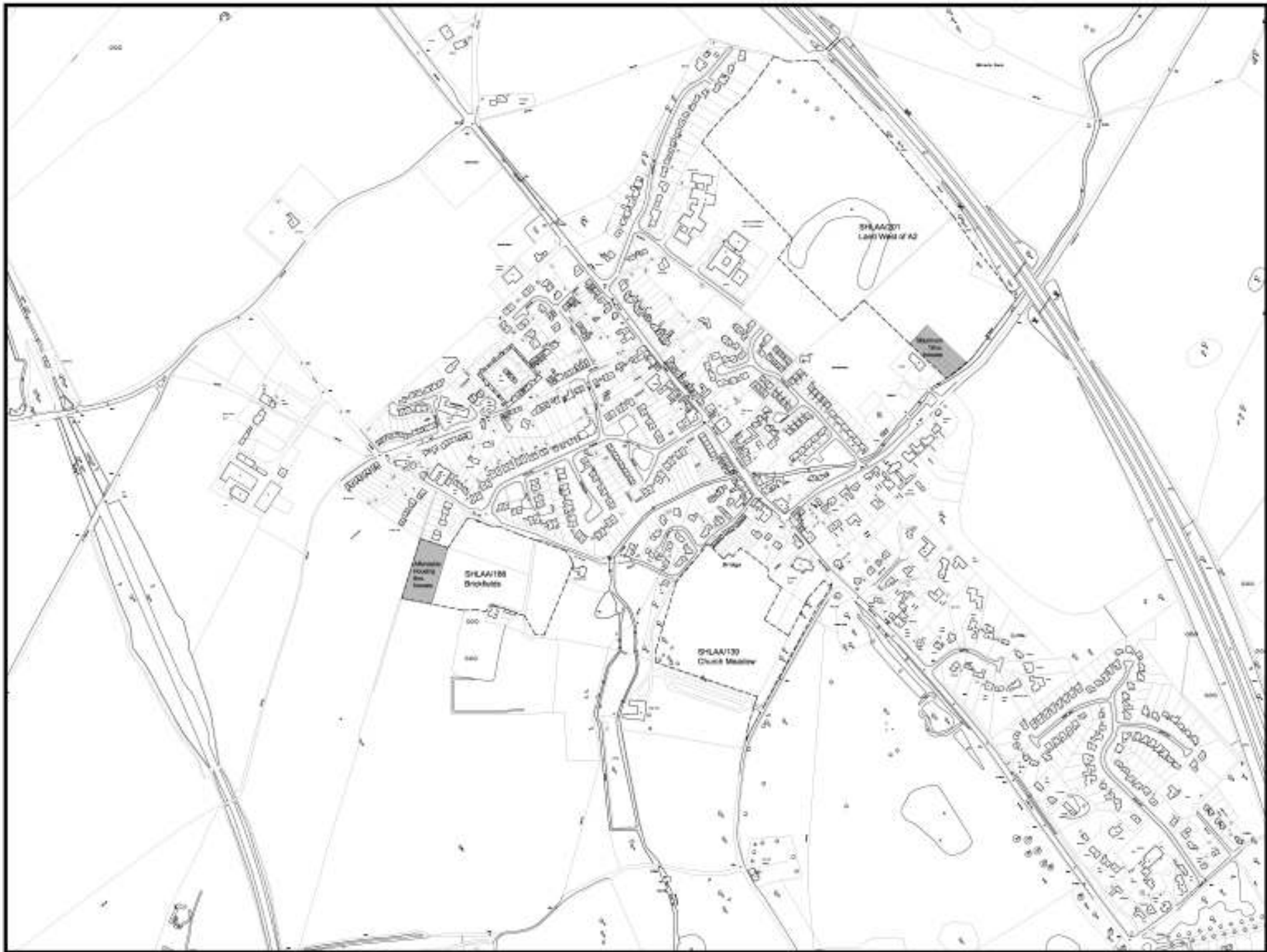
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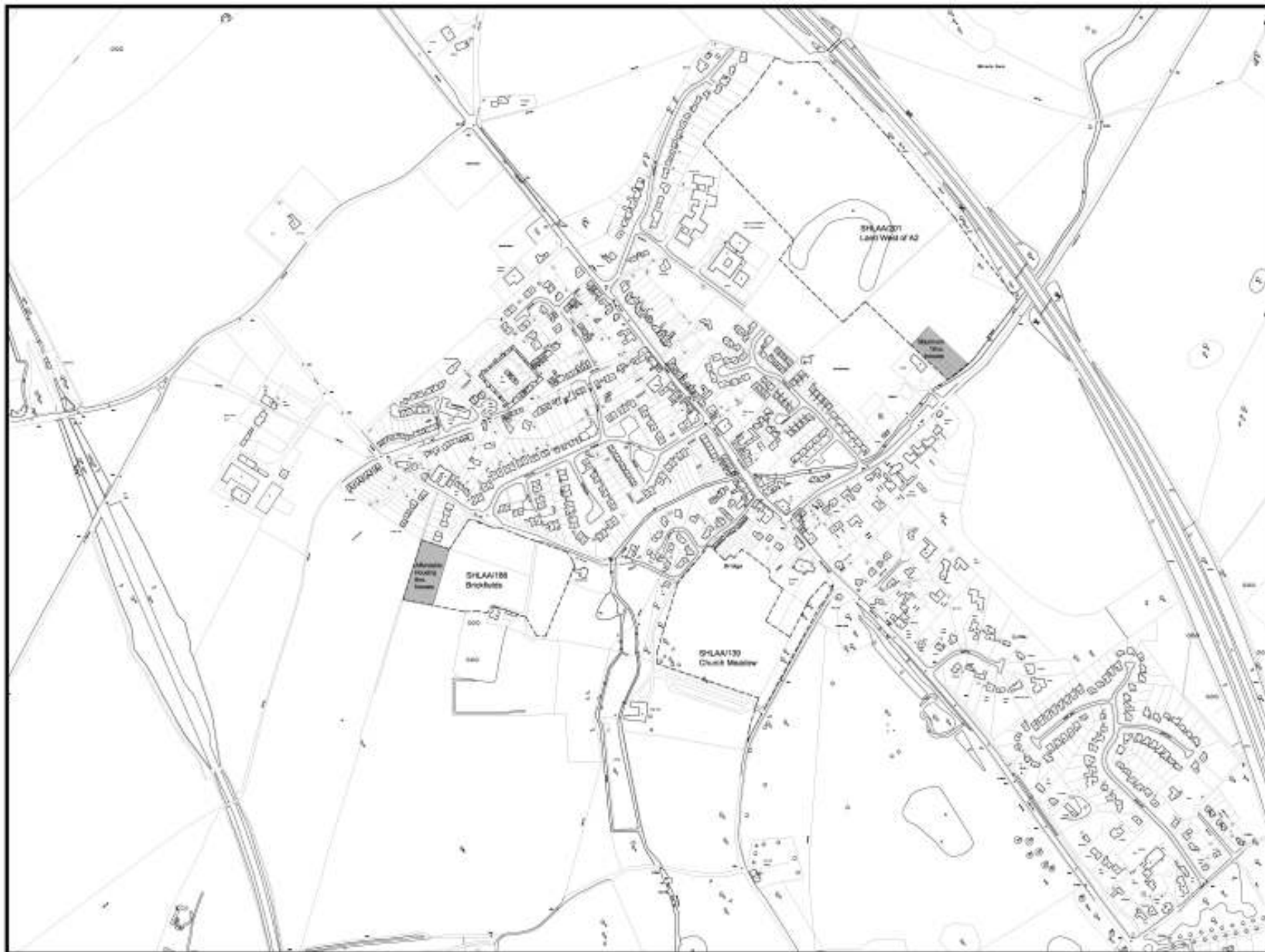
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**Questions**







Bridge Parish Councillors from 1953

Chairman marked in grey

Year									Clerk
1953	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1954	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1955	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1956	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1957	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1958	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Alfred Stickle	Ernest J Pussord		
1959	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1960	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1961	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1962	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1963	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1964	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1965	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1966	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1967	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1968	H Peter Lawrence	Ernest G Down	Dudley T Davis	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1969	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1970	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1971	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	William G Pierce*	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1972	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1973	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1974	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1975	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1976	H Peter Lawrence	H E Tarpin	Thomas E Hoare	E Hawkins	Brian R Mumery	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1977	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1978	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1979	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1980	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1981	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1982	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1983	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1984	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1985	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1986	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1987	F L Edwards	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1988	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1989	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1990	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1991	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1992	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1993	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1994	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1995	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1996	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1997	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1998	Meriel Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1999	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2000	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2001	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2002	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2003	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2004	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2005	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2006	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	J Betneff	Selwyn Lewis
2007	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2008	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2009	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2010	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2011	Simon Cook	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakley	Terry Wilmshurst	Alan Atkinson
2012	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakley	Terry Wilmshurst	Alan Atkinson
2013	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Michael Burmi-Stark	Terry Wilmshurst	Alan Atkinson
2014	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Kate Warham	Terry Wilmshurst	Alan Atkinson
2015	Rob Moon	Katy Brooks	Seve Pawke	John Corfield	Sue Hodges	Mike Sole	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson

=Chairman

# Tree Survey Drawing

Western Avenue, Bridge

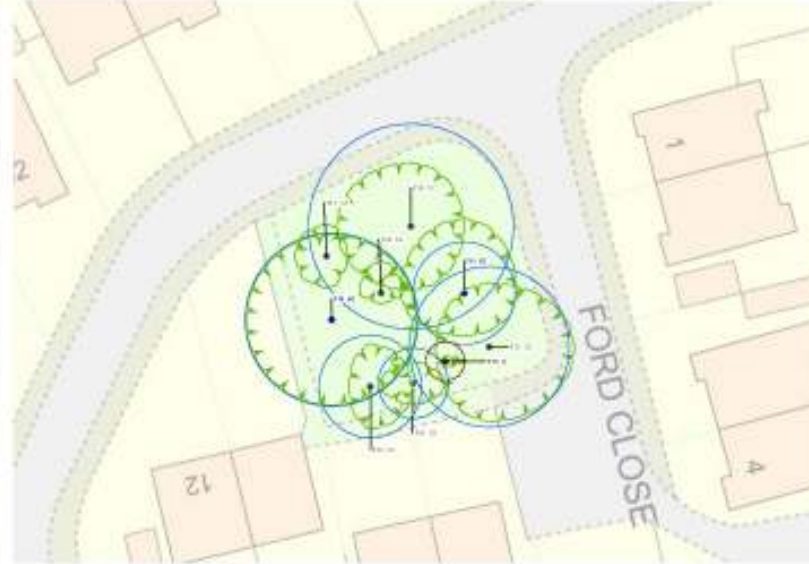
Bridge Parish Council



This drawing was created with the assistance of GeoBots Ltd. For more information, please contact us at 01753 831111. All dimensions are in metres unless otherwise stated. All measurements are to the centre of the tree unless otherwise stated. All measurements are to the centre of the tree unless otherwise stated.



1:500  
T1-T9 & G1




1:500  
T10-T18

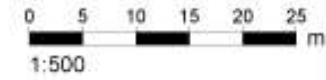


1:2000

**LEGEND:**

-  Tree Canopy
-  Root Protection Area
-  Group Line

Tree Survey Schedule				
Surveyed Trees				
Ref	Species	Height	Bank 1	R.S. Cal.
G1	Ash and holly	8m	£ 15m	C2
T1	Beech	11m	£ 34m	£12
T2	Horn oak	12m	£ 30m	£2
			£ 30m	
			£ 30m	
			£ 30m	
			£ 30m	
			£ 30m	
T3	Horn oak	12m	£ 30m	£2
T4	Beech	8m	£ 25m	C2
T5	Horn oak	12m	£ 25m	£2
			£ 25m	
			£ 25m	
			£ 25m	
			£ 25m	
			£ 25m	
T6	Beech	12m	£ 30m	£2
T7	Horn oak	11m	£ 40m	£2
T8	Lonicera	8m	£ 34m	£2
			£ 34m	£2
T9	Beech	12m	£ 34m	£2
T10	Horn oak	8m	£ 25m	C2
T11	Beech	14m	£ 41m	£2
T12	Sycamore	12m	£ 30m	C2
			£ 30m	
			£ 30m	
			£ 270m	
T13	Horn oak	7m	£ 18m	U
T14	Horn oak	7m	£ 10m	C2
			£ 10m	
			£ 10m	
			£ 10m	
			£ 10m	
T15	Horn oak	8m	£ 20m	C2
T16	Sycamore	12m	£ 25m	£2
			£ 25m	
			£ 25m	
			£ 270m	
T17	Horn oak	8m	£ 20m	C2
T18	Horn oak	8m	£ 20m	C2



01/03/15

2765\_DR\_801

Bridge Parish Council  
Western Avenue  
Bridge  
CT4 6LS

Tree Survey Drawing

Reference  
1:500  
A1

**lloyd bore**

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## ARBORICULTURAL REPORT

BRIDGE PARISH COUNCIL  
SECTIONS OF VERGE ADJACENT TO WESTERN AVENUE,  
BRIDGE,  
NR CANTERBURY,  
KENT

REF NO. 3765\_RP\_001

STATUS: DESIGN

DOCUMENT CREATED: 04/03/2016

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Author	Ian Lee. BSc (Hons) MArbor A, Techcert (Arbor A)
Checked/Approved by	Julian Bore BA (Hons) M Phil CMLI

## EXECUTIVE SUMMARY

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- S.1 This report is intended to provide guidance for the design and any proposed works on sections of verge adjacent to Western Avenue, Bridge, near Canterbury, Kent. The verges are owned and managed by Kent County Council.
- S.2 A total of 18 individual trees and 1 group are the subject of this report which has been written in accordance with British Standard, BS 5837:2012 'Trees in relation to demolition, design and construction – Recommendations'.
- S.3 9 individual trees have been categorised as B grade trees of moderate quality and value, while 8 individual trees and 1 group have been classified as C grade trees of low quality and value. 1 tree has been classified as a U grade tree which should be removed for reasons of sound arboricultural management.
- S.4 The trees are growing in areas of broken hard surfacing with grass growing through it. Originally the majority of the trees were planted in kerb edged tree pits but have outgrown them and sections of the edging has been removed while others are being lifted by the tree roots.
- S.5 The majority of the verges are located within the root protection areas (RPAs) of the trees. Great care should be taken during any alterations to the surface treatment to prevent damage to the tree roots growing beneath the broken hard surfacing. This report provides further guidance on working methods that may be required and provides an aid in the design in any change in surfacing.

## 1. INTRODUCTION

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- 1.1. **Brief:** Lloyd Bore have been instructed by Bridge Council to carry out a survey of significant trees on sections of verge adjacent to Western Avenue, Bridge, Nr Canterbury, Kent in accordance with the principles of British Standard BS 5837:2012, 'Trees in relation to design, demolition and construction – Recommendations' (The BS) and to prepare the following information to accompany a planning application:
  - details of significant trees including an assessment of condition using BS 5837 categorisation.
  - a plan showing tree survey information, categorisation and root protection areas.
- 1.2. **Site description:** This report covers 4 sections of grass verge along Western Avenue, in the residential heart of the village of Bridge, south east of the city of Canterbury. The first section is a roughly triangular area at the junction of Western Avenue and Green Court, bordered on all sides by the roads. The second two sections are located opposite Green Court on the north side of Western Avenue, either side of the entrance to a cul-de-sac. The fourth section is located to the west of the first three, at the junction of Western Avenue and Ford Close. All four areas appear to have originally consisted of hard surfacing with trees planted in edged pits, however the hard surfacing has now broken up and is overgrown with grass. The edges of the tree pits have been overgrown by the trees and the edging stones have been removed in places. In other areas the tree roots are lifting the edging stones and hard surfacing, creating a potential trip hazard. Surface roots are evident, growing above the surfacing around a number of trees.

- 1.3. Scope of this report:** This report covers trees on and adjacent to the site. It is concerned with the impact any alterations to the surface treatment may have on nearby trees and the effect retained trees may have on the development. Its purpose is to allow the designers and those planning on undertaking the works to assess the potential impacts and constraints presented by the trees and inform their designs for any potential changes of use.
- 1.4. Summary of the general impact of development on trees:** Development and changes in surface treatment or use, can adversely impact upon trees in a number of different ways, if arboricultural issues are not considered at an early stage of the development process. Considered and careful planning will prevent valuable trees being lost during design, damaged during the removal or replacement of surfacing, or lost following completion of the works from pressures to prune or remove.
- 1.5.** Damage to the branches or trunk may be quite obvious, but it is damage caused to the below ground portion of the tree which is less obvious and may have the most devastating long term effect on the future health and safe retention of a tree. Tree roots can be asphyxiated and die if the rooting environment becomes compacted or soil structure damaged or contaminated. This can easily occur, particularly on clay soils, even with the passage of light vehicles or pedestrians. It is important, therefore, that the root protection area (RPA)<sup>1</sup> is left undisturbed. Where this is unavoidable the disturbance can be minimised by following a strict working methodology and through innovative design.
- 1.6.** Trees are long lived organisms, which take time to mature, and if their protection is considered at an early stage, they can complement and increase the value of an area. Construction and demolition activities, including removal of existing hard surfaces and changes of land levels must be considered at the design stage to achieve an appropriate relationship between existing trees and new proposals.
- 1.7. Legislation:** From information on Canterbury City Council's Website it is understood that none of the trees on or adjacent to the site are the subject of a tree preservation order (TPO), nor is the site located within a conservation area. The tree protection status is correct at the time of report production but can be subject to change. It is therefore the responsibility of any persons undertaking tree works operations to the trees which are the subject of this report and in accordance with our recommendations, to undertake their own statutory checks. The trees are under the ownership of Kent County council and any works to the trees will require their consent.
- 1.8. Ecological constraints:** The Wildlife and Countryside Act 1981, as amended, The Conservation of Habitats and Species Regulations 2010 and the Countryside and Rights of Way Act 2000, provide statutory protection to species of flora and fauna including birds, bats and other species that are associated with trees. These could impose significant constraints on the use and timing of access to the site. It is the responsibility of the main contractor and tree surgery contractor to ensure that no protected species are harmed whilst carrying out site clearance or tree surgery works. Unless competent to do so, the advice of an ecologist must be sought.

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<sup>1</sup> Root protection area (RPA) - A layout design tool indicating the minimum area surrounding the tree that contains sufficient rooting volume to maintain the tree's viability, and where the protection of the roots and soil structure is treated as a priority. Assessed according to the recommendations set out in clause 4.6 of BS 5837. It is calculated by multiplying the radius squared by 3.142. Clause 4.6.2 of BS 5837 states that the RPA may be changed in shape, taking into account local site factors, species tolerance, condition and root morphology.



## 2. SITE VISIT AND OBSERVATIONS

---

- 2.1. Site visit:** A site visit was undertaken on 22nd February 2016. The weather was overcast with occasional showers.
- 2.2. Methodology:** The trees are inspected from ground level only. Whilst every effort is made to ensure that the comments relating to the trees surveyed are accurate it must be noted that no climbing of trees, internal inspections or excavations of the root areas have been undertaken. All trees with a trunk diameter of 75mm or above are surveyed. All dimensions are accurately measured on-site unless otherwise indicated.
- 2.3.** Obvious hedges and shrub masses were identified where appropriate. Information collected is in accordance with recommendations in subsection 4.4.2.5 of BS 5837 and includes species, height, diameter, branch spread, crown clearance, age class, physiological condition, structural condition and remaining contribution. Each tree was then allocated one of four categories (U, A, B or C) to reflect its suitability as a material constraint on development. Surveyed trees are identified with a prefix 'T' and a unique number on Tree Survey Plan 3765\_DR\_001. Groups of trees are identified with the prefix 'G'. The tree canopies and their spread are shown with green shapes and Root Protection Areas (RPAs) are indicated by a solid blue line. The label attached to each tree shows the individual tree number and the grading of the tree.
- 2.4. Limitations:** Trees are a dynamic living organism and due to their changing nature and other site circumstances or weather events, this report and any recommendations made are limited to a 12 month period from the survey date. Any alterations to the site or the development proposals could change the current circumstances and may invalidate this report and any recommendations made.
- 2.5.** The constantly changing nature of trees and their interactions with site conditions mean that no tree can be guaranteed 100% safe. Even trees in good condition at the time of an inspection can suffer damage by alterations to the site conditions or as a result of adverse weather. Regular inspections can help to identify potential problems before they become acute. Absence of recommendations for work to a given tree within this report does not imply that a tree is safe, and likewise it should not be concluded that a tree will be made safe following the completion of any recommended work.
- 2.6. Tree survey plan:** Tree Survey Plan 3765\_DR\_001 is based on a topographical survey supplied by the client. The Tree Survey Plan can only be used for dealing with the tree issues in relation to design. This can be found at Appendix 3. Below ground constraints are represented by the RPA (shown as a dashed blue line). Above ground constraints consist of the existing crown spreads of the trees and are represented by the solid outlines.
- 2.7. Soil type:** An assessment of soils on-site was carried out by a desktop analysis using the National Soil Resources Institute website which identified the soils as likely to be freely draining lime-rich loamy soils. This is a guide only and detailed on-site soil analysis should be undertaken if necessary.
- 2.8. The subject trees:** 9 individual trees have been categorised as B grade trees of moderate quality and value, while 8 individual trees and 1 group have been classified as C grade trees of low quality and value. 1 tree has been classified as a U grade tree which should be removed for reasons of sound arboricultural management. The categories are explained in Appendix 1.
- 2.9. Comments on specific trees:** The highest quality trees on the site are trees T1, T2 and T5-T9. This mixture of beech, holm oak and London plane are dominant features along Western Avenue and bring character to the area. Although individually they have defects, their visual amenity and contribution to the area is high. The trees at the junction of Western Avenue and Ford Close are of a

general lower quality, with less contribution to the aesthetic of the area, though they do provide screening to the houses. In particular T13 is showing dieback in 90% of its crown. As such this tree should be removed for reasons of sound management.

### 3. CONSIDERATIONS FOR DESIGN

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- 3.1. Root protection areas:** The root protection areas shown on the tree survey plan show the theoretical root protection areas based on the ideal circular rooting area. The British standard allows for the shape of the RPA of retained trees to be altered under certain circumstances (see below), but not reduce its area whilst still providing adequate protection for the root system:
- a. The likely tolerance of the tree to root disturbance or damage, based on factors such as species, age and condition and presence of other trees.
  - b. The morphology and disposition of the roots, when known to be influenced by past or existing site conditions (e.g. the presence of roads, structures and underground services).
  - c. The soil type and structure.
  - d. Topography and drainage.
  - e. Where any significant part of a tree's crown overhangs the provisional position of tree protection barriers, these parts may sustain damage during the construction period. In such cases, it may be necessary to increase the extent of tree protection barriers to contain and thereby protect the spread of the crown. Protection may also be achieved by access facilitation pruning.
- 3.2.** Trees have the potential to intercept light and cast shade onto external landscape areas. The design of any new works must take into account existing and proposed tree positions. It should be borne in mind that up to half the light striking an area is from ambient or non-directional scattered light that is reflected from other surfaces and not directly from the sun.
- 3.3.** Proposed landscape treatment should be designed with growth of trees and shrubs in mind. Tree and vegetation cover does have the benefit of providing shelter from the wind and shade in the summer months.
- 3.4.** Some of the RPA of retained trees is covered with hard surfacing. The removal of this surfacing has the potential to cause significant damage to the structure of soils and to tree roots directly and requires special working methods, such as only removing the tarmac surface and leaving the sub-base intact. All works should be carried out by hand, or using a hydraulic breaker mounted on a mini-digger located on the existing hard surfacing or suitable ground protection and rolling the surface back away from the tree. Hand held tools (including a pneumatic breaker) must be used around obvious surface roots. Materials should be removed by hand or using a toothless bucket on a mini-digger.
- 3.5.** Should a new hard surfacing be required to replace the existing surfacing, the excavations and disturbance to the tree roots must be kept to a minimum to avoid long term health issues for the tree. Only the existing top surface material may be removed and the sub-base left intact and the replacement surface constructed using a porous material. When non-permeable materials are present above roots, the gas cannot diffuse out and is trapped in the soil around the roots. When concentrated, carbon dioxide is detrimental to the development and function of tree roots and consequently the whole tree. It is also essential that the tree roots are able to maintain an adequate supply of water and oxygen from the soil around it, which non-porous materials hinder. The use of bitumen along with the use of other non-permeable materials within the CEZ is therefore prohibited.
- 3.6.** It is important that all aspects of the development process are considered with respect to protection of trees and their root zones, and proposed tree positions. This includes for the design of

underground services, which often occurs independent of initial planning design and can escape scrutiny at the development control stage.

- 3.7. All services should be designed so as not to cause damage to retained trees. In this respect reference should be made to the current NJUG Regulations (Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees).
- 3.8. Roots of existing and newly planted trees have the potential to cause damage to structures, foundations and services. This should be taken into consideration by the project engineer and landscape team when designing these elements.
- 3.9. Landscape operations have the potential to cause significant damage to a tree, if works within the CEZ are not carried out with care. Once the surface is removed all works must be carried out by hand and soil works kept to a minimum with the soil level not increased by more than 100mm to avoid suffocation of the roots or the ingress of pathogens into the trunk. Materials should be transported in wheel barrows running on boards within the CEZ and pedestrian movements minimised beyond the boards to reduce the risk of soil compaction.

#### 4. CONCLUSIONS

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- 4.1. The trees on this site are of high aesthetic value and careful consideration must be given to the removal of any of the B grade trees. Ideally these trees should be retained and incorporated into any design.
- 4.2. Prior to any works being carried out on site an Arboricultural Impact Assessment should be undertaken to assess which trees should be retained, which should be removed and where special construction measures are required. This will also detail any pruning works required to retained trees.
- 4.3. Where archaeological or contaminated land reports and hard and soft landscape design plans are prepared for the site, these should be cross referenced with the Arboricultural Impact Assessment to ensure there are no conflicts in land treatments, recommendations or retention plans.
- 4.4. The routes of any proposed services must be assessed by the arboriculturist and a detailed arboricultural method statement written where the services run through the RPA of any retained tree.



## 5. APPENDIX 1 - TREE SURVEY KEY

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The schedule tree survey lists the trees and groups included in the survey and details the following:

- Species;
- Height (m);
- Trunk diameter generally at 1.5 m above ground level (mm);
- Branch spread (m);
- Height of crown clearance and height and compass direction of first significant branch(m);
- Age class (newly planted, Y , SM , M , over-mature, veteran);
- Physiological condition (good, fair, poor, dead);
- Structural condition (as determined from the ground);
- Estimated years remaining (<10, 10-20, 20-40, >40);
- Category grading (U or A to C).

**Species:** Species of tree with both common and botanical names.

**Ht:** Height in metres.

**Ult ht:** Ultimate height likely to be achieved for this tree in this location.

**Dia:** Diameter of stem in millimetres at 1.5m above ground level for single-stemmed trees or in accordance with Annex C of BS 5837 for multi-stemmed trees or trees with low forks or irregular stems.

**NSEW:** Crown spread at the four cardinal points.  $\emptyset$  = average crown radius.

**Cr ht 1:** Height of first significant branch above ground level and direction of growth.

**Cr ht 2:** Height of canopy above ground level.

**Cond:** Physiological and structural condition. G = good; F = fair; P = poor; D = dead.

**Life exp:** Estimated remaining contribution in years.

**Age Class:**

**NP** = Newly planted.

**Y** = Young - an establishing tree that could be easily transplanted.

**SM** = Semi-mature - an established tree still to reach its ultimate height and spread and with considerable growth potential.

**EM** = Early mature - a tree reaching its ultimate height and whose growth is slowing, however it will still increase considerably in stem diameter and crown spread.

**M** = Mature - a tree with limited potential for further significant increase in size although likely to have a considerable safe useful life expectancy.

**OM** = Over mature - a senescent or moribund tree with a limited useful life expectancy.

The report includes the following categories as indicated in BS 5837:2012.

To be assessed in respect of arboricultural, landscape and/or cultural (incl. conservation), values.

**Category A:** Those of high quality and value, those in such a condition as to be able to make a substantial contribution (a minimum of 40 years is suggested).

**Category B:** Those of moderate quality and value: those in such a condition as to make a significant contribution (a minimum of 20 years is suggested).

**Category C:** Those of low quality and value: currently in adequate condition to remain until new planting could be established (a minimum of 10 years is suggested), or young trees with a stem diameter below 150 mm.

**Category U:** Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years.

**Criteria (subcategories):**

1. mainly arboricultural value.
2. mainly landscape value.
3. mainly cultural value.

## 6. APPENDIX 2 - TREE SURVEY SHEETS

Tree Ref. No.	Common Name	Botanical Name	Height (m)	No. of Stems	Stem dia. (mm)	Root Protection Radius (m)	Canopy Spread N (m)	Canopy Spread E (m)	Canopy Spread S (m)	Canopy Spread W (m)	Crown Clearance (m)	Age class	Condition	Comments	Est. Rem. Cont. (Yrs)	BS 5537 Grade
T1	Beech	<i>Fagus sylvatica</i>	11.0	1.0	840.0	10.0	8.0	10.0	7.0	2.0	M	G	F	Tree growing in edged pit surrounded by old hard surfacing. Edges of pit lifted and distorted. Deflection of hard surfacing typical of tree root growth. High amenity value.	20+	B1, 2
T2	Horn oak	<i>Quercus ilex</i>	12.0	8.0	300, 300, 300, 300, 300, 300, 300, 300	10.0	8.0	10.0	11.0	1.0	M	F	F	Tree growing in edged pit surrounded by old hard surfacing. Edges of pit and surrounding surface has been significantly lifted and distorted by tree root growth. Some surface roots growing above surface. Multi-stemmed from base with included unions. Bark damage on lower stems due to vandalism. High amenity value.	20+	B2
T3	Horse chestnut	<i>Aesculus hippocastanum</i>	8.0	1.0	560.0	7.0	4.0	7.0	7.0	2.5	EM	F	F	Tree growing in area of hard surfacing. Soft mounded around base and planted with flowering plants. Bark cracking due to bleeding canker. High amenity but lowered life expectancy due to large pruning wounds and bleeding canker.	10+	C2
T4	Silver birch	<i>Betula pendula</i>	8.0	1.0	290.0	3.0	3.0	3.0	2.0	2.0	SW-EM	F	F	Tree growing in edged pit in area of overgrown hard surfacing. Edges of pit damaged by root action. Surface roots damaged. Slightly sparse crown. Epicormic growth and witches brooms within crown. High amenity. Tree appears stressed.	10+	C2
T5	Horn oak	<i>Quercus ilex</i>	12.0	13.0	260, 260, 260, 260, 260, 260, 260, 260, 260, 260, 260	10.0	10.0	9.0	7.0	2.0	M	F	F	Mature tree growing in edged pit within area of hard surfacing. Edging removed on 2 sides. Multi-stemmed from base with sprouting form. Causing lifting of hard surfacing. High amenity.	20+	B2
T6	Beech	<i>Fagus sylvatica</i>	12.0	1.0	960.0	9.0	7.0	10.0	10.0	2.0	M	F	F	Tree growing in area of overgrown hard surfacing with roots breaking through the surface. Planted in edged pit but edging damaged with roots growing above line of edging. Saprophytic fungus present on large pruning wounds in centre of crown at 2.5m. Very high amenity. Deadwood in crown. Crossing limbs.	20+	B2
T7	Horn oak	<i>Quercus ilex</i>	11.0	4.0	400, 310, 380, 480	9.0	8.0	8.0	7.0	2.5	M	G	F	Tree growing in area of overgrown hard surfacing with roots causing obvious damage to the surface. Multi-stemmed from 1m. High amenity value.	20+	B2
T8	London plane	<i>Platanus x hispanica</i>	9.0	1.0	490.0	9.0	6.0	7.0	8.0	2.5	EM	G	F	Tree growing in previously edged pit (edging removed on 3 sides) within area of overgrown hard surfacing with roots causing obvious damage to the surface. Good form. High amenity value.	40+	B2



Tree Ref No.	Common Name	Botanical Name	Height (m)	No. of Stems	Stem dia. (mm)	Root Protection Radius (m)	Canopy Spread N (m)	Canopy Spread E (m)	Canopy Spread S (m)	Canopy Spread W (m)	Crown Clearance (m)	Age Class	Condition	Comments	Est. Res. Contr. Yr	BS 5837 Grade
T9	Beech	<i>Fagus sylvatica</i>	12.0	1.0	740.0	7.0	8.0	8.0	9.0	3.0	M	G	F	Tree growing in area of overgrown hard surfacing with soil levels raised around base. Roots causing obvious damage to the surface. Small holly and mahonia growing from base. High amenity value.	20+	B2
T10	Horse chestnut	<i>Aesculus hippocastanum</i>	9.0	1.0	790.0	6.0	5.0	6.0	7.0	0.8	M	F	F	Tree growing in area of overgrown hard surfacing with roots causing obvious damage to the surface. Crossing limbs in crown. Poor previous pruning works leaving large wounds. Bleeding canker and pockets of decay in branch framework. High amenity value.	10+	C2
T11	Silver birch	<i>Betula pendula</i>	14.0	1.0	410.0	7.0	5.0	4.0	6.0	1.0	EM	F	F	Tree growing in area of overgrown hard surfacing within edged pit, however roots causing obvious damage to the surface and edging. Edging removed on 3 sides. Uneven crown due to group pressure. High amenity value due to location.	20+	B2
T12	Sycamore	<i>Acer pseudoplatanus</i>	12.0	4.0	360, 300, 300, 270	6.0	8.0	7.0	6.0	1.8	EM	F	F	Tree growing in area of overgrown hard surfacing. Multi-stemmed from base with included unions starting to form cracks. Surface roots damaging hard surface. High amenity value.	10+	C2
T13	Hawthorn	<i>Crataegus monogyna</i>	7.0	1.0	140.0	0.5	2.0	0.5	0.5	2.0	SM	P	P	90% crown dieback. Tree growing in hard surfacing.	+10	U.
T14	Hawthorn	<i>Crataegus monogyna</i>	7.0	7.0	100, 100, 100, 100, 100, 100	2.0	3.0	2.0	3.0	1.0	SM	F	F	Small tree, multi-stemmed from base with included unions. Growing out of hard surfacing, possibly self set. Understorey tree with lower amenity value.	10+	C2
T15	Hawthorn	<i>Crataegus monogyna</i>	8.0	5.0	200, 150, 220, 130, 200	4.0	4.0	4.0	2.0	0.5	SM-EM	F	F	Possibly self set multi-stemmed tree growing out of overgrown hard surfacing. Surface roots evident damaging surface. Understorey tree in group.	20+	C2
T16	Sycamore	<i>Acer pseudoplatanus</i>	12.0	3.0	390, 380, 380	8.0	8.0	8.0	8.0	1.7	EM	F	F	Triple-stemmed from 0.75m. Tree growing in overgrown hard surfacing. Roots growing above surfacing up to 1.5m from base of tree. Suckering and epicormic growth. Included unions. High amenity value.	20+	B2
T17	Helm oak	<i>Quercus ilex</i>	5.0	15.0	75, 75	3.0	2.0	3.0	3.0	0.1	SM	F	P	Regrowth from stump of felled tree located within hard surfaced area. Weak attachment points. Provides some evergreen screening. Low long term retention. Consider removal.	10+	C2
T18	Hawthorn	<i>Crataegus monogyna</i>	6.0	2.0	100, 120	3.0	2.0	1.0	2.0	1.0	SM	F	F	Possibly self set twin-stemmed tree growing out of overgrown hard surfacing. Stems crossing at 2m. Understorey tree in group with lower amenity.	10+	C2
G1	Ash and holly	<i>Fraxinus excelsior</i> and <i>Ilex aquifolium</i>	8.0	1.0	150.0	2.0	2.0	2.0	2.0	0.1	Y-SM	F	F	Group of multi-stemmed trees growing within a 2m square within hard surfacing. Surface roots breaking up surface. Poor long term retention.	10+	C2

## 7. APPENDIX 3 - TREE SURVEY PLAN

---

Please see attached plan - 3765\_DR\_001

**Volunteering opportunities within the village of Bridge**

**SNOW CLEARING VOLUNTEERS:**

Many volunteers keep our essential main pavements clear of ice and snow during bad weather. Supported by the Parish Council with salt and shovels they make a big difference. But what about residential streets? Can you help? Contact the Parish Council Snow Warden, Mike Sole on 01227 830161

**LITTER PICKING:**

The Parish Council has litter pickers and hi viz vests for those wishing to keep our village free of litter. Contact the Clerk.

**LOCAL FOOTPATH WARDEN:**

The Parish Council can lend you equipment to keep our local footpaths free of overgrowth. Do you enjoy walking and wish to see our paths as well maintained as possible? Contact the Clerk.

**RECREATION GROUND MAINTENANCE:**

Give your name to the Clerk to join the group which keeps our recreation ground looking so attractive.

**LOCAL WARDEN SUPPORT OFFICER:**

A new post to be trialled in 12 Kent villages, of which Bridge is one. Details to follow.

**For further details or information about how to apply  
contact the Parish Council Clerk:**

**Philip Wicker, 47 High St, Bridge [clerk@bridgevillage.co.uk](mailto:clerk@bridgevillage.co.uk)  
01227 831085.**

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# Bridge Parish Council

## Notice of conclusion of audit

### Annual Return for the year ended 31 March 2016

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Bridge Parish Council</b> for the year ended 31 March 2016 has been concluded and the accounts have been published.	This notice and Sections 1, 2 & 3 of the Annual Return must be published by 30 September. This must include publication on the body's website.
2. The Annual Return is available for inspection by any local government elector of the area of <b>Bridge Parish Council</b> on application to:  (a) <u>The Clerk to the Parish Council</u> <u>47 High St, BRIDGE, CT453Z</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return
(b) <u>Mon 13.30 - 16.00</u> <u>Fri 9 - 10.30</u> <u>Tue 9.00 - 15.00</u> <u>Thurs 9.00 - 14.00</u>	(c) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£ 1</u> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Philip Locke (Clerk)</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>29/9/2016</u>	(e) Insert the date of placing of the notice



Section 1 - Annual governance statement 2015/16

- 47 HIGH ST  
BRIDGE

We acknowledge as the members of:

Enter name of  
smaller authority here

BRIDGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

This annual governance statement is approved by the smaller authority and recorded as minutes reference:

23/15-17 (1)  
9/6/2016

dated

Signed by:

Chair

Alan Atkinson  
9th June 2016

dated

Signed by:

Clerk

Philip Wicker  
9 June 2016

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	81,781	72,494	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	28,153	28,786	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	7,657	11,921	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	9,761	8,669	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	35,337	30,987	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	72,494	73,545	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	72,494	73,545	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	464,358	471,675	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWTB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>No</td> </tr> </table>	Yes	No		No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	No						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Philip Licker*

Date 18 May 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

9th June 2016

and recorded as minute reference:

23/16-17 (2)

Signed by Chair of the meeting approving these accounting statements:

*Alan Atkinson*

Date 9th June 2016



## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here

BRIDGE PARISH COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### External auditor report KE0044

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

- We note that the council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2016/17 for the exercise of public rights: since the approval date was after the start of the period for the exercise of public rights. As a result, the council must answer 'No' to Assertion 4 of the Annual Governance Statement for 2016/17 and ensure that it makes proper provision for the exercise of public rights during 2017/18.
- Please enter the name of the Council at the top of page 3.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

19<sup>th</sup> September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Co-option of a Parish Councillor**

**Bridge Parish Council**

**October 2016**

One vacancy has arisen for membership of the Parish Council of Bridge due to the resignation of Cllr Katy Brooks.

Applicants are invited to complete this form and return it to the Parish Clerk by 5.00 pm on Friday October 7, 2016. All sections of the form should be completed and applicants should realise that the selection of the successful candidate will be based entirely upon the answers contained herein. So please answer the questions as fully as possible, and use additional sheets if you desire.

Please note that the same rules apply to a co-opted councillor as to any other councillor seeking election. The rules on qualification and disqualification are summarised below. If in doubt seek further advice from the Parish Clerk (contact details are given below).

You might find to useful to read the good councillor's guide which is available at <http://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file>

Completed forms must be returned online to [clerk@bridgevillage.co.uk](mailto:clerk@bridgevillage.co.uk) or posted or delivered to the Parish Office at 47 High St, Bridge Ct4 5JZ Tel 01227 831085.

**Full Name**.....

**Address**.....

**Are you qualified to stand for this post?                      Yes/No**

**Are you disqualified in any way for this post?                Yes/No**

**Please answer the following questions:**

1. **Why do wish to become a Parish Councillor? (word limit 300 words)**
  
2. **What skills and aptitudes will you bring to the position of Parish Councillor? (word limit 300 words)**
  
3. **What should the Parish Council be concentrating on in particular? (word limit 300 words)**

## **Qualifications for standing for election**

1.1 To be able to stand as a candidate at a local government election in England and Wales you must:

- be at least 18 years old on the day of your nomination
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union
- meet at least one of the following four qualifications:

I. You are, and will continue to be, registered as a local government elector for the local authority area in which you wish to stand from the day of your nomination onwards

II. You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination and the day of election.

III. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the local authority area.

IV. You have lived in the local authority area during the whole of the 12 months before the day of your nomination and the day of election.

## **Disqualifications**

1.2 Apart from meeting the qualifications for standing for election, you must also not be disqualified from standing.

There are certain people who are disqualified from being elected to a local authority in England and Wales. You cannot be a candidate if at the time of your nomination and on the day of the election:

I. You are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Note that you may be 'employed by the local authority', for example, if you work at certain schools, fire services, police or health services. This list is not exhaustive.

II. You hold a politically restricted post.

III. You are the subject of a bankruptcy restrictions order or interim order.

IV. You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.

V. You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

1.3 A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales).

## ARBORICULTURAL REPORT

BRIDGE PARISH COUNCIL  
SECTIONS OF VERGE ADJACENT TO WESTERN AVENUE,  
BRIDGE,  
NR CANTERBURY,  
KENT

REF NO. 3765\_RP\_001

STATUS: DESIGN

DOCUMENT CREATED: 04/03/2016

LLOYD BORE LTD  
33 ST GEORGES PLACE  
CANTERBURY  
KENT CT1 1UT

Tel: 01227 464 340  
Fax: 01227 464 341

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[www.lloyd bore.co.uk](http://www.lloyd bore.co.uk)



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Author	Ian Lee. BSc (Hons) MArbor A, Techcert (Arbor A)
Checked/Approved by	Julian Bore BA (Hons) M Phil CMLI

## EXECUTIVE SUMMARY

---

- S.1** This report is intended to provide guidance for the design and any proposed works on sections of verge adjacent to Western Avenue, Bridge, near Canterbury, Kent. The verges are owned and managed by Kent County Council.
- S.2** A total of 18 individual trees and 1 group are the subject of this report which has been written in accordance with British Standard, BS 5837:2012 'Trees in relation to demolition, design and construction – Recommendations'.
- S.3** 9 individual trees have been categorised as B grade trees of moderate quality and value, while 8 individual trees and 1 group have been classified as C grade trees of low quality and value. 1 tree has been classified as a U grade tree which should be removed for reasons of sound arboricultural management.
- S.4** The trees are growing in areas of broken hard surfacing with grass growing through it. Originally the majority of the trees were planted in kerb edged tree pits but have outgrown them and sections of the edging has been removed while others are being lifted by the tree roots.
- S.5** The majority of the verges are located within the root protection areas (RPAs) of the trees. Great care should be taken during any alterations to the surface treatment to prevent damage to the tree roots growing beneath the broken hard surfacing. This report provides further guidance on working methods that may be required and provides an aid in the design in any change in surfacing.

## 1. INTRODUCTION

---

- 1.1. Brief:** Lloyd Bore have been instructed by Bridge Council to carry out a survey of significant trees on sections of verge adjacent to Western Avenue, Bridge, Nr Canterbury, Kent in accordance with the principles of British Standard BS 5837:2012, 'Trees in relation to design, demolition and construction – Recommendations' (The BS) and to prepare the following information to accompany a planning application:
- details of significant trees including an assessment of condition using BS 5837 categorisation.
  - a plan showing tree survey information, categorisation and root protection areas.
- 1.2. Site description:** This report covers 4 sections of grass verge along Western Avenue, in the residential heart of the village of Bridge, south east of the city of Canterbury. The first section is a roughly triangular area at the junction of Western Avenue and Green Court, bordered on all sides by the roads. The second two sections are located opposite Green Court on the north side of Western Avenue, either side of the entrance to a cul-de-sac. The fourth section is located to the west of the first three, at the junction of Western Avenue and Ford Close. All four areas appear to have originally consisted of hard surfacing with trees planted in edged pits, however the hard surfacing has now broken up and is overgrown with grass. The edges of the tree pits have been overgrown by the trees and the edging stones have been removed in places. In other areas the tree roots are lifting the edging stones and hard surfacing, creating a potential trip hazard. Surface roots are evident, growing above the surfacing around a number of trees.



- 1.3. Scope of this report:** This report covers trees on and adjacent to the site. It is concerned with the impact any alterations to the surface treatment may have on nearby trees and the effect retained trees may have on the development. Its purpose is to allow the designers and those planning on undertaking the works to assess the potential impacts and constraints presented by the trees and inform their designs for any potential changes of use.
- 1.4. Summary of the general impact of development on trees:** Development and changes in surface treatment or use, can adversely impact upon trees in a number of different ways, if arboricultural issues are not considered at an early stage of the development process. Considered and careful planning will prevent valuable trees being lost during design, damaged during the removal or replacement of surfacing, or lost following completion of the works from pressures to prune or remove.
- 1.5.** Damage to the branches or trunk may be quite obvious, but it is damage caused to the below ground portion of the tree which is less obvious and may have the most devastating long term effect on the future health and safe retention of a tree. Tree roots can be asphyxiated and die if the rooting environment becomes compacted or soil structure damaged or contaminated. This can easily occur, particularly on clay soils, even with the passage of light vehicles or pedestrians. It is important, therefore, that the root protection area (RPA)<sup>1</sup> is left undisturbed. Where this is unavoidable the disturbance can be minimised by following a strict working methodology and through innovative design.
- 1.6.** Trees are long lived organisms, which take time to mature, and if their protection is considered at an early stage, they can complement and increase the value of an area. Construction and demolition activities, including removal of existing hard surfaces and changes of land levels must be considered at the design stage to achieve an appropriate relationship between existing trees and new proposals.
- 1.7. Legislation:** From information on Canterbury City Council's Website it is understood that none of the trees on or adjacent to the site are the subject of a tree preservation order (TPO), nor is the site located within a conservation area. The tree protection status is correct at the time of report production but can be subject to change. It is therefore the responsibility of any persons undertaking tree works operations to the trees which are the subject of this report and in accordance with our recommendations, to undertake their own statutory checks. The trees are under the ownership of Kent County council and any works to the trees will require their consent.
- 1.8. Ecological constraints:** The Wildlife and Countryside Act 1981, as amended, The Conservation of Habitats and Species Regulations 2010 and the Countryside and Rights of Way Act 2000, provide statutory protection to species of flora and fauna including birds, bats and other species that are associated with trees. These could impose significant constraints on the use and timing of access to the site. It is the responsibility of the main contractor and tree surgery contractor to ensure that no protected species are harmed whilst carrying out site clearance or tree surgery works. Unless competent to do so, the advice of an ecologist must be sought.

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<sup>1</sup> Root protection area (RPA) - A layout design tool indicating the minimum area surrounding the tree that contains sufficient rooting volume to maintain the tree's viability, and where the protection of the roots and soil structure is treated as a priority. Assessed according to the recommendations set out in clause 4.6 of BS 5837. It is calculated by multiplying the radius squared by 3.142. Clause 4.6.2 of BS 5837 states that the RPA may be changed in shape, taking into account local site factors, species tolerance, condition and root morphology.



## 2. SITE VISIT AND OBSERVATIONS

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- 2.1. Site visit:** A site visit was undertaken on 22nd February 2016. The weather was overcast with occasional showers.
- 2.2. Methodology:** The trees are inspected from ground level only. Whilst every effort is made to ensure that the comments relating to the trees surveyed are accurate it must be noted that no climbing of trees, internal inspections or excavations of the root areas have been undertaken. All trees with a trunk diameter of 75mm or above are surveyed. All dimensions are accurately measured on-site unless otherwise indicated.
- 2.3.** Obvious hedges and shrub masses were identified where appropriate. Information collected is in accordance with recommendations in subsection 4.4.2.5 of BS 5837 and includes species, height, diameter, branch spread, crown clearance, age class, physiological condition, structural condition and remaining contribution. Each tree was then allocated one of four categories (U, A, B or C) to reflect its suitability as a material constraint on development. Surveyed trees are identified with a prefix 'T' and a unique number on Tree Survey Plan 3765\_DR\_001. Groups of trees are identified with the prefix 'G'. The tree canopies and their spread are shown with green shapes and Root Protection Areas (RPAs) are indicated by a solid blue line. The label attached to each tree shows the individual tree number and the grading of the tree.
- 2.4. Limitations:** Trees are a dynamic living organism and due to their changing nature and other site circumstances or weather events, this report and any recommendations made are limited to a 12 month period from the survey date. Any alterations to the site or the development proposals could change the current circumstances and may invalidate this report and any recommendations made.
- 2.5.** The constantly changing nature of trees and their interactions with site conditions mean that no tree can be guaranteed 100% safe. Even trees in good condition at the time of an inspection can suffer damage by alterations to the site conditions or as a result of adverse weather. Regular inspections can help to identify potential problems before they become acute. Absence of recommendations for work to a given tree within this report does not imply that a tree is safe, and likewise it should not be concluded that a tree will be made safe following the completion of any recommended work.
- 2.6. Tree survey plan:** Tree Survey Plan 3765\_DR\_001 is based on a topographical survey supplied by the client. The Tree Survey Plan can only be used for dealing with the tree issues in relation to design. This can be found at Appendix 3. Below ground constraints are represented by the RPA (shown as a dashed blue line). Above ground constraints consist of the existing crown spreads of the trees and are represented by the solid outlines.
- 2.7. Soil type:** An assessment of soils on-site was carried out by a desktop analysis using the National Soil Resources Institute website which identified the soils as likely to be freely draining lime-rich loamy soils. This is a guide only and detailed on-site soil analysis should be undertaken if necessary.
- 2.8. The subject trees:** 9 individual trees have been categorised as B grade trees of moderate quality and value, while 8 individual trees and 1 group have been classified as C grade trees of low quality and value. 1 tree has been classified as a U grade tree which should be removed for reasons of sound arboricultural management. The categories are explained in Appendix 1.
- 2.9. Comments on specific trees:** The highest quality trees on the site are trees T1, T2 and T5-T9. This mixture of beech, holm oak and London plane are dominant features along Western Avenue and bring character to the area. Although individually they have defects, their visual amenity and contribution to the area is high. The trees at the junction of Western Avenue and Ford Close are of a

general lower quality, with less contribution to the aesthetic of the area, though they do provide screening to the houses. In particular T13 is showing dieback in 90% of its crown. As such this tree should be removed for reasons of sound management.

### 3. CONSIDERATIONS FOR DESIGN

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- 3.1. Root protection areas:** The root protection areas shown on the tree survey plan show the theoretical root protection areas based on the ideal circular rooting area. The British standard allows for the shape of the RPA of retained trees to be altered under certain circumstances (see below), but not reduce its area whilst still providing adequate protection for the root system:
- a. The likely tolerance of the tree to root disturbance or damage, based on factors such as species, age and condition and presence of other trees.
  - b. The morphology and disposition of the roots, when known to be influenced by past or existing site conditions (e.g. the presence of roads, structures and underground services).
  - c. The soil type and structure.
  - d. Topography and drainage.
  - e. Where any significant part of a tree's crown overhangs the provisional position of tree protection barriers, these parts may sustain damage during the construction period. In such cases, it may be necessary to increase the extent of tree protection barriers to contain and thereby protect the spread of the crown. Protection may also be achieved by access facilitation pruning.
- 3.2.** Trees have the potential to intercept light and cast shade onto external landscape areas. The design of any new works must take into account existing and proposed tree positions. It should be borne in mind that up to half the light striking an area is from ambient or non-directional scattered light that is reflected from other surfaces and not directly from the sun.
- 3.3.** Proposed landscape treatment should be designed with growth of trees and shrubs in mind. Tree and vegetation cover does have the benefit of providing shelter from the wind and shade in the summer months.
- 3.4.** Some of the RPA of retained trees is covered with hard surfacing. The removal of this surfacing has the potential to cause significant damage to the structure of soils and to tree roots directly and requires special working methods, such as only removing the tarmac surface and leaving the sub-base intact. All works should be carried out by hand, or using a hydraulic breaker mounted on a mini-digger located on the existing hard surfacing or suitable ground protection and rolling the surface back away from the tree. Hand held tools (including a pneumatic breaker) must be used around obvious surface roots. Materials should be removed by hand or using a toothless bucket on a mini-digger.
- 3.5.** Should a new hard surfacing be required to replace the existing surfacing, the excavations and disturbance to the tree roots must be kept to a minimum to avoid long term health issues for the tree. Only the existing top surface material may be removed and the sub-base left intact and the replacement surface constructed using a porous material. When non-permeable materials are present above roots, the gas cannot diffuse out and is trapped in the soil around the roots. When concentrated, carbon dioxide is detrimental to the development and function of tree roots and consequently the whole tree. It is also essential that the tree roots are able to maintain an adequate supply of water and oxygen from the soil around it, which non-porous materials hinder. The use of bitumen along with the use of other non-permeable materials within the CEZ is therefore prohibited.
- 3.6.** It is important that all aspects of the development process are considered with respect to protection of trees and their root zones, and proposed tree positions. This includes for the design of

underground services, which often occurs independent of initial planning design and can escape scrutiny at the development control stage.

- 3.7. All services should be designed so as not to cause damage to retained trees. In this respect reference should be made to the current NJUG Regulations (Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees).
- 3.8. Roots of existing and newly planted trees have the potential to cause damage to structures, foundations and services. This should be taken into consideration by the project engineer and landscape team when designing these elements.
- 3.9. Landscape operations have the potential to cause significant damage to a tree, if works within the CEZ are not carried out with care. Once the surface is removed all works must be carried out by hand and soil works kept to a minimum with the soil level not increased by more than 100mm to avoid suffocation of the roots or the ingress of pathogens into the trunk. Materials should be transported in wheel barrows running on boards within the CEZ and pedestrian movements minimised beyond the boards to reduce the risk of soil compaction.

#### 4. CONCLUSIONS

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- 4.1. The trees on this site are of high aesthetic value and careful consideration must be given to the removal of any of the B grade trees. Ideally these trees should be retained and incorporated into any design.
- 4.2. Prior to any works being carried out on site an Arboricultural Impact Assessment should be undertaken to assess which trees should be retained, which should be removed and where special construction measures are required. This will also detail any pruning works required to retained trees.
- 4.3. Where archaeological or contaminated land reports and hard and soft landscape design plans are prepared for the site, these should be cross referenced with the Arboricultural Impact Assessment to ensure there are no conflicts in land treatments, recommendations or retention plans.
- 4.4. The routes of any proposed services must be assessed by the arboriculturist and a detailed arboricultural method statement written where the services run through the RPA of any retained tree.



## 5. APPENDIX 1 - TREE SURVEY KEY

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The schedule tree survey lists the trees and groups included in the survey and details the following:

- Species;
- Height (m);
- Trunk diameter generally at 1.5 m above ground level (mm);
- Branch spread (m);
- Height of crown clearance and height and compass direction of first significant branch(m);
- Age class (newly planted, Y , SM , M , over-mature, veteran);
- Physiological condition (good, fair, poor, dead);
- Structural condition (as determined from the ground);
- Estimated years remaining (<10, 10-20, 20-40, >40);
- Category grading (U or A to C).

**Species:** Species of tree with both common and botanical names.

**Ht:** Height in metres.

**Ult ht:** Ultimate height likely to be achieved for this tree in this location.

**Dia:** Diameter of stem in millimetres at 1.5m above ground level for single-stemmed trees or in accordance with Annex C of BS 5837 for multi-stemmed trees or trees with low forks or irregular stems.

**NSEW:** Crown spread at the four cardinal points.  $\emptyset$  = average crown radius.

**Cr ht 1:** Height of first significant branch above ground level and direction of growth.

**Cr ht 2:** Height of canopy above ground level.

**Cond:** Physiological and structural condition. G = good; F = fair; P = poor; D = dead.

**Life exp:** Estimated remaining contribution in years.

### **Age Class:**

**NP** = Newly planted.

**Y** = Young - an establishing tree that could be easily transplanted.

**SM** = Semi-mature - an established tree still to reach its ultimate height and spread and with considerable growth potential.

**EM** = Early mature - a tree reaching its ultimate height and whose growth is slowing, however it will still increase considerably in stem diameter and crown spread.

**M** = Mature - a tree with limited potential for further significant increase in size although likely to have a considerable safe useful life expectancy.

**OM** = Over mature - a senescent or moribund tree with a limited useful life expectancy.

The report includes the following categories as indicated in BS 5837:2012.

To be assessed in respect of arboricultural, landscape and/or cultural (incl. conservation), values.

**Category A:** Those of high quality and value, those in such a condition as to be able to make a substantial contribution (a minimum of 40 years is suggested).

**Category B:** Those of moderate quality and value: those in such a condition as to make a significant contribution (a minimum of 20 years is suggested).

**Category C:** Those of low quality and value: currently in adequate condition to remain until new planting could be established (a minimum of 10 years is suggested), or young trees with a stem diameter below 150 mm.

**Category U:** Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years.

**Criteria (subcategories):**

1. mainly arboricultural value.
2. mainly landscape value.
3. mainly cultural value.

## 6. APPENDIX 2 - TREE SURVEY SHEETS

Tree Ref. No.	Common Name	Botanical Name	Height (m)	No. of Stems	Stem dia. (mm)	Root Protection Radius (m)	Canopy Spread N (m)	Canopy Spread E (m)	Canopy Spread S (m)	Canopy Spread W (m)	Crown Clearance (m)	Age class	Condition	Comments	Est. Rem. Cont. (Yrs)	BS 5537 Grade
T1	Beech	<i>Fagus sylvatica</i>	11.0	1.0	840.0	10.0	8.0	10.0	7.0	2.0	M	G	F	Tree growing in edged pit surrounded by old hard surfacing. Edges of pit lifted and distorted. Deflection of hard surfacing typical of tree root growth. High amenity value.	20+	B1, 2
T2	Horn oak	<i>Quercus ilex</i>	12.0	8.0	300, 300, 300, 300, 300, 300, 300, 300	10.0	8.0	10.0	11.0	1.0	M	F	F	Tree growing in edged pit surrounded by old hard surfacing. Edges of pit and surrounding surface has been significantly lifted and distorted by tree root growth. Some surface roots growing above surface. Multi-stemmed from base with included unions. Bark damage on lower stems due to vandalism. High amenity value.	20+	B2
T3	Horse chestnut	<i>Aesculus hippocastanum</i>	8.0	1.0	560.0	7.0	4.0	7.0	7.0	2.5	EM	F	F	Tree growing in area of hard surfacing. Soft mounded around base and planted with flowering plants. Bark cracking due to bleeding canker. High amenity but lowered life expectancy due to large pruning wounds and bleeding canker.	10+	C2
T4	Silver birch	<i>Betula pendula</i>	8.0	1.0	290.0	3.0	3.0	3.0	2.0	2.0	SW-EM	F	F	Tree growing in edged pit in area of overgrown hard surfacing. Edges of pit damaged by root action. Surface roots damaged. Slightly sparse crown. Epicormic growth and witches brooms within crown. High amenity. Tree appears stressed.	10+	C2
T5	Horn oak	<i>Quercus ilex</i>	12.0	13.0	260, 260, 260, 260, 260, 260, 260, 260, 260, 260, 260	10.0	10.0	9.0	7.0	2.0	M	F	F	Mature tree growing in edged pit within area of hard surfacing. Edging removed on 2 sides. Multi-stemmed from base with sprouting form. Causing lifting of hard surfacing. High amenity.	20+	B2
T6	Beech	<i>Fagus sylvatica</i>	12.0	1.0	960.0	9.0	7.0	10.0	10.0	2.0	M	F	F	Tree growing in area of overgrown hard surfacing with roots breaking through the surface. Planted in edged pit but edging damaged with roots growing above line of edging. Saprophytic fungus present on large pruning wounds in centre of crown at 2.5m. Very high amenity. Deadwood in crown. Crossing limbs.	20+	B2
T7	Horn oak	<i>Quercus ilex</i>	11.0	4.0	400, 310, 380, 480	9.0	8.0	8.0	7.0	2.5	M	G	F	Tree growing in area of overgrown hard surfacing with roots causing obvious damage to the surface. Multi-stemmed from 1m. High amenity value.	20+	B2
T8	London plane	<i>Platanus x hispanica</i>	9.0	1.0	490.0	9.0	6.0	7.0	8.0	2.5	EM	G	F	Tree growing in previously edged pit (edging removed on 3 sides) within area of overgrown hard surfacing with roots causing obvious damage to the surface. Good form. High amenity value.	40+	B2



3765\_RP\_001 | ARBORICULTURAL REPORT  
FOR: BRIDGE PARISH COUNCIL

STATUS: DESIGN

Tree Ref No.	Common Name	Botanical Name	Height (m)	No. of Stems	Stem dia. (mm)	Root Protection Radius (m)	Canopy Spread N (m)	Canopy Spread E (m)	Canopy Spread S (m)	Canopy Spread W (m)	Crown Clearance (m)	Age class	Condition	Comments	Est. Res. Contr. (Yrs)	BS 5837 Grade
T9	Beech	<i>Fagus sylvatica</i>	12.0	1.0	740.0	7.0	8.0	8.0	9.0	3.0	M	G	F	Tree growing in area of overgrown hard surfacing with soil levels raised around base. Roots causing obvious damage to the surface. Small holly and mahonia growing from base. High amenity value.	20+	B2
T10	Horse chestnut	<i>Aesculus hippocastanum</i>	9.0	1.0	790.0	6.0	5.0	6.0	7.0	0.8	M	F	F	Tree growing in area of overgrown hard surfacing with roots causing obvious damage to the surface. Crossing limbs in crown. Poor previous pruning works leaving large wounds. Bleeding canker and pockets of decay in branch framework. High amenity value.	10+	C2
T11	Silver birch	<i>Betula pendula</i>	14.0	1.0	410.0	7.0	5.0	4.0	6.0	1.0	EM	F	F	Tree growing in area of overgrown hard surfacing within edged pit, however roots causing obvious damage to the surface and edging. Edging removed on 3 sides. Uneven crown due to group pressure. High amenity value due to location.	20+	B2
T12	Sycamore	<i>Acer pseudoplatanus</i>	12.0	4.0	360, 300, 300, 270	6.0	8.0	7.0	6.0	1.8	EM	F	F	Tree growing in area of overgrown hard surfacing. Multi-stemmed from base with included unions starting to form cracks. Surface roots damaging hard surface. High amenity value.	10+	C2
T13	Hawthorn	<i>Crataegus monogyna</i>	7.0	1.0	140.0	0.5	2.0	0.5	0.5	2.0	SM	P	P	90% crown dieback. Tree growing in hard surfacing.	+10	U
T14	Hawthorn	<i>Crataegus monogyna</i>	7.0	7.0	100, 100, 100, 100, 100, 100	2.0	3.0	2.0	3.0	1.0	SM	F	F	Small tree, multi-stemmed from base with included unions. Growing out of hard surfacing, possibly self set. Understorey tree with lower amenity value.	10+	C2
T15	Hawthorn	<i>Crataegus monogyna</i>	8.0	5.0	200, 150, 220, 130, 200	4.0	4.0	4.0	2.0	0.5	SM-EM	F	F	Possibly self set multi-stemmed tree growing out of overgrown hard surfacing. Surface roots evident damaging surface. Understorey tree in group.	20+	C2
T16	Sycamore	<i>Acer pseudoplatanus</i>	12.0	3.0	390, 360, 380	8.0	8.0	8.0	8.0	1.7	EM	F	F	Triple-stemmed from 0.75m. Tree growing in overgrown hard surfacing. Roots growing above surfacing up to 1.5m from base of tree. Suckering and epicormic growth. Included unions. High amenity value.	20+	B2
T17	Halm oak	<i>Quercus ilex</i>	5.0	15.0	75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75, 75	3.0	2.0	3.0	3.0	0.1	SM	F	P	Regrowth from stump of felled tree located within hard surfaced area. Weak attachment points. Provides some evergreen screening. Low long term retention. Consider removal.	10+	C2
T18	Hawthorn	<i>Crataegus monogyna</i>	6.0	2.0	100, 120	3.0	2.0	1.0	2.0	1.0	SM	F	F	Possibly self set twin-stemmed tree growing out of overgrown hard surfacing. Stems crossing at 2m. Understorey tree in group with lower amenity.	10+	C2
G1	Ash and holly	<i>Fraxinus excelsior</i> and <i>Ilex aquifolium</i>	8.0	1.0	150.0	2.0	2.0	2.0	2.0	0.1	Y-SM	F	F	Group of multi-stemmed trees growing within a 2m square within hard surfacing. Surface roots breaking up surface. Poor long term retention.	10+	C2

## 7. APPENDIX 3 - TREE SURVEY PLAN

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Please see attached plan - 3765\_DR\_001

# Bus Transport and Public Subsidy Select Committee

## User Experience Questionnaire

This questionnaire can be completed online via [this link](#).

Alternatively, you fill in this paper form and return to: Bus Transport Select Committee, Democratic Services, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ.

If you need the questions in an alternative format, please email [alternative.formats@kent.gov.uk](mailto:alternative.formats@kent.gov.uk) or call 03000 421553.

**Please ensure your response reaches us by Sunday 4 December 2016.**

### Section 1 – About You

#### Q1. Are you responding as...?

Please select the option from the list below that most closely represents how you will be responding to this survey.

*Please tick one only*

<input type="checkbox"/>	A regular bus user	
<input type="checkbox"/>	An occasional or rare bus user	
<input type="checkbox"/>	A professional from the transport industry	
<input type="checkbox"/>	Responding on behalf of an organisation <i>Please tell us the name of the organisation:</i>	<input type="text"/>
<input type="checkbox"/>	Other <i>Please specify:</i>	<input type="text"/>

#### Q.2 Please tell us your postcode

## Section 2 – User views

**Q3. Please rank the following in order of how much they require improvement.**

*1 = Most improvement needed, 6 = least improvement needed*

*(Please select one option per row)*

Bus service elements	1	2	3	4	5	6
Reliability						
Frequency						
Fare price						
Value for money						
Cleanliness						
Bus quality (e.g. seating or ride smoothness)						

**Q4. How satisfied are you with your bus service?**

*Please select one option*

- Very satisfied
- Satisfied
- Neither satisfied nor dissatisfied
- Dissatisfied
- Very Dissatisfied

## General Comments

**Q5. Please provide any comments or suggestions on how bus services in Kent could be improved. Examples of good practice by bus operators that should be highlighted are also welcome.**

Thank you for taking the time to complete this questionnaire.

Please post it to:

Bus Transport Select Committee, Democratic Services, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

You may email the response to [Select.committee@kent.gov.uk](mailto:Select.committee@kent.gov.uk)

**Closing date for responses: Sunday 4 December 2016**

**Privacy:** Kent County Council collects and processes personal information in order to provide a range of public services. Kent County Council respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the Data Protection Act 1998

**How to use model standing orders**

# **Standing Orders**

Adopted by Bridge Parish Council  
on

..... 10<sup>th</sup> March 2011.....

Chairman

.....

Minute reference

136/10-11a



As explained in *How to use this publication (page 6)*, a word format of Part two is separately available free of charge to local councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW). This can be obtained from the members' area of NALC's website, from local County Associations (CALCs) or OVW. A word format of the model standing orders should assist local councils, in membership of NALC or OVW, to edit and adapt them for their own use.

The purpose of Part one – Law and Procedure for Local Councils is to provide a comprehensive and relevant commentary on all of the model standing orders in Part two – Model Standing Orders for Local Councils. *Section 7: Effective governance (page 49)* and *Section 8: Council meetings (page 52)* in Part one confirmed that a local council should undertake a review of its standing orders annually and explained why this is necessary.

Standing orders for the organisation and transaction of Councils' business are decided by full Council. A committee or sub-committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

As explained in *How to use this publication (page 6)*, the model standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. It is recommended that a Council adopts the model standing orders in bold type in their current form because these reflect statutory requirements. If a Council wants to slightly alter the wording of the model standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Model standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. They may be adapted in their current form but are more likely to require adapting or supplementing to suit a Council's particular needs. Once again, a Council is reminded not to adopt standing orders which undermine, override or conflict with any requirements imposed by legislation.

- Some model standing orders indicate by use of '( )' that information must be inserted before being adopted.
- Some model standing orders indicate by use of the term 'OR' that an alternative option may apply.

As explained in *How to use this publication (see page 6)*, Part two does not include financial regulations, namely a comprehensive set of model standing orders for the regulation of a Council's financial affairs and accounting procedures. Any reference in the model standing orders to financial regulations is a reference to a Council's standing orders for the regulation of its financial affairs.

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# 1 Meetings

Mandatory for full Council meetings	λ
Mandatory for committee meetings	λ
Mandatory for sub-committee meetings	λ

- 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 **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
- c **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.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda, if invited to do so by the Chairman.
- e The period of time which is designated for public participation in accordance with standing

order 1(d) above shall not exceed 15 minutes.

- f Subject to standing order 1(e) above, each member of the public is entitled to speak only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting will not normally be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak. The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the parish council or its committees but otherwise may;**
  - a. film, photograph or make an audio recording of a meeting;**
  - b. use any other means of enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
  - c. report or comment on the proceedings in writing during or after a meeting or orally**

**report or comment after the meeting. (Amended 11.9.14 by minute 50/ 14-15b)**

- n **In accordance with standing order 1(c) above, the press shall be provided**  
● **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 may in his absence be done by,**  
● **to or before the Vice-Chairman (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.**
  
- q **Subject to model standing order 1 (y) below, all questions at a meeting shall be**  
● **decided by a majority of the Councillors present and voting thereon.**  
●
  
- r **The Chairman 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 also standing orders 2 (i) and (j) below.)**
  
- s **Unless standing orders provide otherwise, voting on any question shall be by a**  
● **show of hands. At the request of a Councillor, the voting on any question shall be**  
● **recorded so as to show whether each councillor present and voting, gave his vote**  
● **for or against that question.** Such a request shall be made before moving on to the next  
item of business on the agenda.



- t **The minutes of a meeting shall record the names of councillors present** and absent.

●

●
- u **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

●

●
- v **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** *(See also standing orders 7 and 8 below.)*

●
- w **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 3.**
- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

●



## 2 Ordinary Council meetings

*See also standing order 1 above*

- 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 election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting 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, 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 of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
  - iv. Review of the terms of references for committees.
  - v. Receipt of nominations to existing committees.
  - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - vii. Review and adoption of appropriate standing orders and financial regulations.
  - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
  - ix. Review of representation on or work with external bodies and arrangements for reporting back.
  - x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
  - xi. Review of inventory of land and assets including buildings and office equipment.

- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### 3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
- Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, the proper officer should electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - i. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions received, unless a councillor has given 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, in accordance with standing order 3(b)i above.**
  - iv. Make available for inspection the minutes of meetings.
  - v. **Receive and retain copies of byelaws made by other local authorities.**
  - vi. **Receive and retain declarations of acceptance of office from councillors.**
  - vii. Retain a copy of every councillor's register of interests and any changes to it and

- keep copies of the same available for inspection.
- viii. Keep proper records required before and after meetings;
  - ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also model standing orders 14(a) and (b).*)
  - xiii. Arrange for 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 Vice-Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee.
  - xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## **4 Motions requiring written notice**

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 4 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the

wording of the motion.

- c **If the Proper Officer considers the wording of a motion received in accordance with** standing order 4(a) 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 in clear and certain language at least 4 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## 5 **Motions not requiring written notice**

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To note the absences of councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.

- v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.**
  - viii. To close or adjourn debate.
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
  - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee or sub-committee.
  - xii. To dissolve a committee or sub-committee.
  - xiii. To note the minutes of a meeting of a committee or sub-committee.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds signed by two councillors and witnessed.  
*(See standing orders 14(a) and (b) below.)*
  - xvii. To authorise the payment of monies up to £300.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.
  - xx. To exclude the press and public for all or part of a meeting.
  - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - xxii. To give the consent of the Council if such consent is required by standing orders.
  - xxiii. To suspend any standing order except those which are mandatory by law.**
  - xxiv. To adjourn the meeting.
  - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.



## 6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- c A Councillor may move amendments to his own motion.
- d Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- e A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- f Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- g Subject to Standing Order 6(f) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- h Pursuant to standing order 6(f) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes.
- l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m Subject to standing orders 6(k) and (l) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- n 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 irregularity in the meeting he is concerned by.
- o A point of order shall be decided by the Chairman and his decision shall be final.
- p With the consent of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- q Subject to standing order 6(m) above, when a councillor's 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 silent or for him 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;
  - ix. to suspend any standing order, except those which are mandatory.
- r.** In respect of standing order 6(q)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **7 Code of conduct (England) Revised 12.7.12 by Minute 39/12-13c**

*See also model standing orders 1(d)–(i) above*

- 1. A Member with a Disclosable Pecuniary Interest or Other Significant Interest in a matter to be considered, or being considered at a meeting must;**
  - a) disclose the Interest ; and**
  - b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 5 below); and unless they have been granted a dispensation;**
  - c) not participate in any discussion of, or vote taken on the matter at the meeting; and**
  - d) with draw from the meeting room whenever It becomes apparent that the business is ; and**
  - e) not seek Improperly to Influence a decision about that business.**
  
- 2 A Member with an Other Significant Interest may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to**

**attend the meeting for the same purpose, whether under a statutory right or otherwise. The member will withdraw from the meeting room immediately after making representations, answering questions or giving evidence.**

- 3. Where a Member with Disclosable Pecuniary Interest or Other Significant Interest in a matter under discussion (unless a dispensation has been granted in accordance with paragraph 1 of this Standing Order) chooses to participate in the discussion and vote, the Chairman will refuse to count the 'vote' of the Member concerned for the 'vote' will have been cast illegally and cannot be considered to be a vote at all. The Chairman may apply the rules in Council Standing Order 10 relating to 'disorderly conduct.'**
- 4. The Chairman may request that a Member declare a Disclosable Pecuniary Interest or an Other Significant Interest and, if appropriate, leave the meeting room, should they have reason to believe the provisions of the Code of Conduct and/or this Standing Order are being breached.**
- 5. Where a Disclosable Pecuniary Interest or an Other Significant Interest has been agreed by the Monitoring Officer as being a Sensitive Interest, the Member need only disclose the existence of the Interest but not its nature.**

## **8 Questions**

- a A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

## 9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except **in** relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, 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 majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 10 Disorderly conduct

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

improperly.

- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## **11 Rescission of previous resolutions**

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Parish Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## **12 Voting on appointments**

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

## 13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.**
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 14 Execution and sealing of legal deeds

*See also standing order 5(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## 15 Committees

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor



- members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer as soon as possible before the meeting that they are unable to attend;
  - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - vi. may in accordance with standing orders, dissolve a committee at any time.

## 16 Sub-committees

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## 17 Extraordinary meetings

*See also standing order 1 above*

- 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 7 days of having been requested to do so by two**

**councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue 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 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 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

## **18 Advisory committees**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

## **19 Accounts and Financial Statement**

- a All payments by the Council shall be authorised, approved and paid in accordance with

the Council's financial regulations, which shall be reviewed at least annually.

- b** The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **20 Estimates/precepts**

- a** **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b** Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## **21 Canvassing of and recommendations by councillors**

- a** Canvassing councillors or the members of a committee or sub-committee, directly or

indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **22 Inspection of documents**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

## **23 Unauthorised activities**

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 24 Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 25 Power of well-being (England)

- a **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c **After the expiry of its preceding period of eligibility, the Council continues to be**

**an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

## **26 Matters affecting council employees**

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the committee or the sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the committee or the sub-committee or, in his absence, the Vice-Chairman of the committee or the sub-committee of any absence occasioned by illness or urgency and that person shall report such absence to the committee or the sub-committee at its next meeting.
- c The Chairman of the committee or the sub-committee or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Parish Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the committee or the sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's employee shall contact the Chairman of the committee or the sub-committee or in his absence, the Vice-Chairman of the committee or the sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the committee or the sub-committee.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the

Chairman or Vice-Chairman of the committee or the sub-committee, this shall be communicated to another member of the committee or the sub-committee, which shall be reported back and progressed by resolution of the committee or the sub-committee.

- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to (post holder) and/or the Chairman of the Council or the committee or the sub-committee.



## **27 Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

## **28 Relations with the press/media**

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. Any requests for statements to the council by the press or other media shall be made in writing.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media. All statements to the press or other media on behalf of the Parish Council shall be made in writing by the Chairman or in his absence, by the Vice Chairman.

## 29 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of the minutes of each council meeting shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

## 30 Financial matters

- 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 accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor 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;
  - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**

- c Any formal tender process shall comprise the following steps:
  - i. a public notice of intention to place a contract to be placed in a local newspaper;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii. tenders are to be sent, in a sealed marked envelope, to the Parish Clerk by a stated date and time;
  - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
  
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
  
- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

## 31 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the Standards Committee.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Standards Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Standards Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
  - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
  - iii. Ensure that the public and press are excluded from meetings as appropriate.
  - iv. Ensure that the minutes of meetings preserve confidentiality.
  - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Standards Committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The Standards Committee shall have the power to:
  - i.** seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - ii.** seek and share information relevant to the complaint;
  - iii.** grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full

Council.

- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

## **32 Variation, revocation and suspension of standing orders**

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## **33 Standing orders to be given to councillors**

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may

result in him being excluded from the meeting in accordance with standing orders.





***///INALC***

Bridge Parish Councillors from 1953

Chairman marked in grey

Year									Clerk
1953	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1954	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1955	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1956	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1957	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1958	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Alfred Stickle	Ernest J Pussord		
1959	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1960	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1961	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1962	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1963	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1964	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1965	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1966	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1967	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1968	H Peter Lawrence	Ernest G Down	Dudley T Davis	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1969	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1970	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1971	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	William G Pierce*	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1972	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1973	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1974	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1975	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1976	H Peter Lawrence	H E Tarpin	Thomas E Hoare	E Hawkins	Brian R Mumery	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1977	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1978	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1979	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1980	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1981	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1982	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1983	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1984	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1985	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1986	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1987	F L Edwards	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1988	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1989	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1990	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1991	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1992	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1993	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1994	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1995	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1996	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1997	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1998	Meriel Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1999	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2000	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2001	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2002	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2003	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2004	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2005	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2006	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	J Betts	Selwyn Lewis
2007	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2008	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2009	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2010	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2011	Simon Cook	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakley	Terry Wilmshurst	Alan Atkinson
2012	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakley	Terry Wilmshurst	Alan Atkinson
2013	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Michael Burns-Stark	Terry Wilmshurst	Alan Atkinson
2014	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Kate Warham	Terry Wilmshurst	Alan Atkinson
2015	Rob Moon	Katy Brooks	Steve Fawke	John Corfield	Sue Hodges	Mike Sole	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson
2016	Kiran Dhalwal	Katy Brooks	Steve Fawke	John Corfield	Sue Hodges	Mike Sole	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson
2017	Kiran Dhalwal	Paul Davies	Steve Fawke	John Corfield	Sue Hodges	Paul Ferguson	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson

=Chairman

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

BRIDGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

8 June 2017

and recorded as minute reference:

23/17-18

Signed by Chair at meeting where approval is given:

Alan Arkle

Clerk:

Plump Wick

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BRIDGE PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	72,494	73,945	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	28,756	29,737	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	11,921	17,206	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	8669	8855	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	30,987	33,904	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	73,945	77,729	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)				
8. Total value of cash and short term investments	73,945	77,729	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	471,675	474,339	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>No</td> </tr> </table>		Yes	No		No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	No						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*PS Locker*

Date

25 May 2017

I confirm that these accounting statements were approved by this smaller authority on:

8 June 2017

and recorded as minute reference:

23/17-18

Signed by Chair at meeting where approval is given:

Alan Astle

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

BRIDGE PARISH COUNCIL

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

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2. 2016/17 External auditor report (160044)

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

*Paul Littlejohn*

External auditor name

PKF Littlejohn LLP

Date

31-8-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Draft:(v.4) Bridge (Parish Council Strategic Plan September 2017-April 2019**

<b>Bridge Parish Council strategic plan 2017-2019-consultation document</b>	<b>Person(s) responsible</b>	<b>Date for implementation</b>	<b>Date for review</b>
To conduct proper oversight of key village assets to ensure maximise benefit and value for money to parishioners			
To work towards protecting the Village from flooding (groundwater, fluvial and rainwater).			
To create a Neighbourhood Plan, and put it to referendum.			
To implement environmental improvement in Green Close according to wishes of local residents.			
To work towards protecting the Village from the issues caused by increasing vehicle traffic.			
To represent the Village in dealings with external bodies.			
To consider the replacement of the pedestrian bridge leading to the recreation ground.			



## Parish Council Roles and Responsibilities as of July 2017

Councillor in black font	Role	Responsibility
<b>Volunteers in red font</b>		
Cllrs Ferguson and Fawke		ACRA (Alliance of Canterbury Residents' Association)
Cllr Fawke	EPC, PC	Allotment Association
Cllr Hodges	PC	Art in Bridge
Cllrs R Atkinson and Dhillon	RGC, NPC	Bridge in Bloom
Cllrs A Atkinson and Hodges		Bridge Primary School Liaison
Cllr P Davies	RGC, PC, EPC	Bridge Village Sports Trust
Mark Esdale		Christmas trees coordination
Richard McCarthy		Footpaths
Richard McCarthy		Public Rights of Way Warden
Cllrs Fawke, Hodges, Davies (The Planning Committee)		Tree Warden
Cllr Dhillon		Financial Controls/3 monthly oversight
Cllrs A Atkinson, Davies, Rob Moon, Laurence Dunderdale, Kate Wortham		Flood Wardens
Cllrs A Atkinson and Hodges		Kent Assoc of Local Councils – Canterbury
Cllr R Atkinson Ginny McCarthy, Valerie Wicker Jenny Vye, Cllr Ferguson, David Humphries, Judith and Kevin Jenner	RGC, NPC	Litter Picking Co-ordination
Cllr Dhaliwal		Mill Centre Management Committee
Cllrs A Atkinson and Davies		Little Stour & Nailbourne River Man Group
		Newsletter Editor
Cllr Davies	RGC, PC, EPC	Police Liaison
Cllr Fawke	EPC, PC	Rural Area Member Panel Meetings
Cllr Ferguson	ACRA, SCA	SCA (South Canterbury Alliance)
Cllr Davies	RGC, PC	Snow Warden
Cllr Dhillon		Speedwatch Co-ordination
Cllr Fawke	PC	Village Hall Management Committee
Cllrs Dhaliwal and Mark Esdale		Village Website
Cllr R Atkinson	RGC, NPC	Welcome pack
Cllr Hodges and Ros and Barry Bray, Gillian Davies	NPC, RGC, PC	Wild Flower Project

The Parish Council has a number of committees:

- The Finance Committee-to which all councillors belong
- The Emergency Planning Committee (EPC) (Cllrs Fawke, A Atkinson, Dhillon, Davies the Clerk and Kate Wortham, Rob Moon and Laurence Dunderdale)
- The Planning Committee (PC) (Cllrs Hodges, Fawke (Chair), Davies)
- The Neighbourhood Plan Committee (NPC) (Cllrs Hodges, A Atkinson, R Atkinson, the Clerk Christobel Seath and John Hill)
- The Recreation Ground Committee (RGC) (Cllrs Hodges, R Atkinson, Dhillon and Davies).

Councillors retain their roles and responsibilities until decided otherwise by the Council as a whole.

Volunteers are confirmed on an annual basis by the Parish Council



Dear Parish Councillors, NHW.

Enclosed is a report for Bridge, Bekesbourne, Bishopsbourne and Patrixbourne areas from 01/02/2018 to 28/02/2018

**CRIME REPORT INCIDENTS.**

- Shoplifting- Bridge
- Burglary-Pett Bottom
- Theft from a vehicle-Patrixbourne

**POLICE RELATED INCIDENTS**

- Suspect Event- Bekesbourne & Patrixbourne

Canterbury Police is appealing to all residents, to ensure that they keep their homes safe.

- Keep front, patio and back doors closed and locked when you are elsewhere in the house or in the garden.
- Ensure that all windows and external doors are not only closed but locked at night or when you are out of the house. Even a small window could provide a burglar with an opportunity to reach through and open a larger window to gain access.

Gavin & Amy

Gavin/Nathan

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 2-13 July 2018 for 2017/18 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The



Smaller authority name: \_\_\_\_\_

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement: 18 June 2018</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) Philip Wicker, Clerk to the Parish Council, 47 High St, Bridge CT4 5JZ 01227 831085 clerk@bridgevillage.org.uk</p> <p>commencing on Tuesday 19 June 2018</p> <p>and ending on Tuesday 31 July 2018</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by Philip Wicker, Clerk to the Bridge Parish Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BRIDGE VILLAGE PARISH HORRIT COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

31/18-19 AS REFERENCE

dated

14/6/18

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

Chairman

Alan Atkin - REQUIRED

Clerk

P. Snicker - REQUIRED

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

Authority web address

www.bridgevillage.org.uk



Section 2 – Accounting Statements 2017/18 for

BRIDGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	73,545	77,729	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	29,737	30,250	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,206	17,526	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,855	10,100	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	33,904	40,487	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	77,729	74,918	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	77,729	74,918	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	474,339	478,398	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*P. S. Lucker*

Date

12 June 2018

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

14/06/18

and recorded as minute reference:

31/18-19

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*Alan Atkins*

**UNOFFICIAL INCOME EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2018  
AND ALSO SHOWING DECLARED BUDGET FOR 2018/19 published in December 2017**

	YE 31.3.2018	YE 31.3.2019
<b>INCOME</b>		
Precept (via Council Tax)	30,250	30,825
Decreasing Government Revenue Support Grant	669	254
CCC 'Concurrent Function Funding' for Revenue Expenditure	2,588	2,730
CCC Parish Councils Grant - Rural Area Members' Panel re Playpound Equipment	1,854	
Neighbourhood Plan Grant (Note Specific costs below)	2,850	
Total Income from Precept and Grants	37,811	33,809
Other Income Recreation Ground and Pavilion Hire	1,328	[??]
Interest ( on c £70,000 ! ) + £3 Wayleave	46	50
Christmas Trees & their lighting (Note Specific costs below)	1,199	[??]
Village Fayre (8.7.2017) (Note Specific costs below)	2,020	
Total	4,593	50
<b>TOTAL INCOME</b>	<b>42,404</b>	<b>33,859</b>
<b>EXPENDITURE</b>		
Administrati Clerk's Salary, Office Allowance and Employer's NIC	11,303	10,400
Councillors' Round Sum Allowances	750	720
Internal and External Auditors	275	300
Insurance	1,759	1,800
Subscriptions	683	700
Sundry Other Administration costs	1,390	1,470
	16,160	15,390
Recreation Ground & Pavilion		
Replacement Play Equipment and 2 benches (Grant above £1,854)	9,366	2,000 Resurface
Maintenance inc Tree surgery	4,385	4,590
Rent	550	550
Total -(Note Income above £1,361)	14,301	7,140
Green Court Renovations	6,367	8,000
Other Neighbourhood Plan (Note Grant above £2,650)	2,642	
Other plans and printing	128	550
Election Expenses	290	500
Legal Advice re Mountfield Development	1,000	
Volunteer Support Warden	585	500
Christmas Trees (Note income of £1,199 more than covered this)	1,049	[??]
Purchase of Other Equipment - Defibrillator	1,648	
Village Fayre Costs	1,510	
Proportion of Profit paid to Pilgrims Hospice	298	
Total - Note Income £2,020 more than covered this	1,808	
Grants Pilgrims Hospice (on top of Fayre Profit proportion)	1,000	
Other - Patrixbourne Churchyard £200, RNLI £100	300	200
Mill Centre		1,000
Total 'Other' Expenditure	10,450	2,750
<b>TOTAL EXPENDITURE</b>	<b>47,278</b>	<b>33,280</b>
<b>EXCESS OF EXPENDITURE OVER INCOME YE 31.3.2018</b>	<b>-4,874</b>	
BUDGETTED EXCESS OF RECEIPTS OVER PAYMENTS FOR YE 31.3.2019		579
<b>FUNDS REPRESENTED BY NET CURRENT ASSETS ONLY</b>		<b>73,176</b>
AT START OF YEAR	78,050	73,176
AT END OF YEAR	73,176	73,755
		Estimated
<b>NET CURRENT ASSETS</b>		
Cash at Bank (inc Petty Cash in Hand)	31.3.17	31.3.18
Debtors and Prepayments	77,729	74,883
	3,891	2,651
	81,620	77,534
Less: Creditors and Accruals	-3,570	-4,358
<b>NET TOTAL REPRESENTING FUNDS ABOVE (EXCLUDING FIXED ASSETS)</b>	<b>78,050</b>	<b>73,176</b>
<b>RESERVES DECLARED AT 31.3.18 AND ADVISED TO AUDITORS</b>		
Playground Equipment and Surfacing	2,000 in 2018-19 budget	15,000
Recreation Ground etc Tree Surgery	1,000 in 2018-19 budget	3,000
Mill Centre		15,000
Sheds for the 14 allotments (though Allotments not yet leased to Council)		10,000
		43,000
<b>Funds not earmarked</b>		30,176
<b>TOTAL FUNDS ABOVE</b>		<b>73,176</b>



- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **BRIDGE PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 24 June 2019 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to:</p> <p>(b) FIONA CIARNS, CLERK TO BRIDGE PARISH COUNCIL, 8 THE DENE, CANTERBURY, CT1 3NW, OR EMAIL <a href="mailto:CLERK@BRIDGEVILLAGE.ORG.UK">CLERK@BRIDGEVILLAGE.ORG.UK</a> OR TELEPHONE 07733759195</p> <p>commencing on (c) <u>Tuesday 25 June 2019</u></p> <p>and ending on (d) <u>Tuesday 6 August 2019</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b>  <b>1 Westferry Circus</b>  <b>Canary Wharf</b>  <b>London E14 4HD</b>  <b>(<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p>

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BRIDGE VILLAGE PARISH COUNCIL

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

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

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

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

13/06/2019

and recorded as minute reference:

30/19-20

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

Chairman

Alan Ashwin

Clerk

Alieis EQUIPED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

WWW.BRIDGEVILLAGE.ORG.UK



## Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	77,729	74,918	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	30,250	30,825	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,526	14,683	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10,100	12,900	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	40,487	22,023	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	74,918	85,505	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	74,918	85,505	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	478,398	534,453	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

*[Signature]*

Date 13/06/2019

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

30 13/06/2019

as recorded in minute reference:

30/19-20

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

*[Signature]*

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2019 for 2018/19 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The



advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

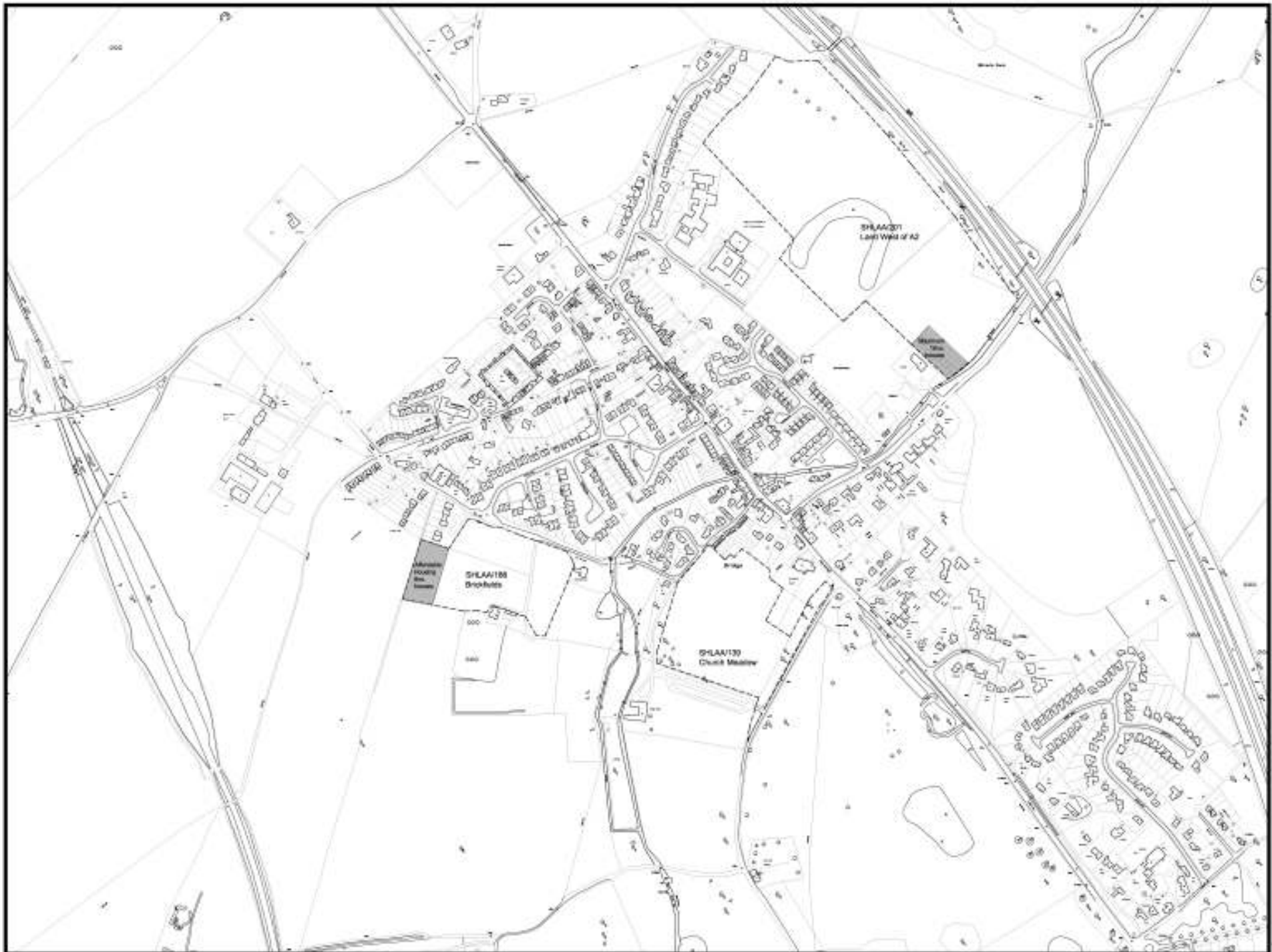
Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.





Shore Park

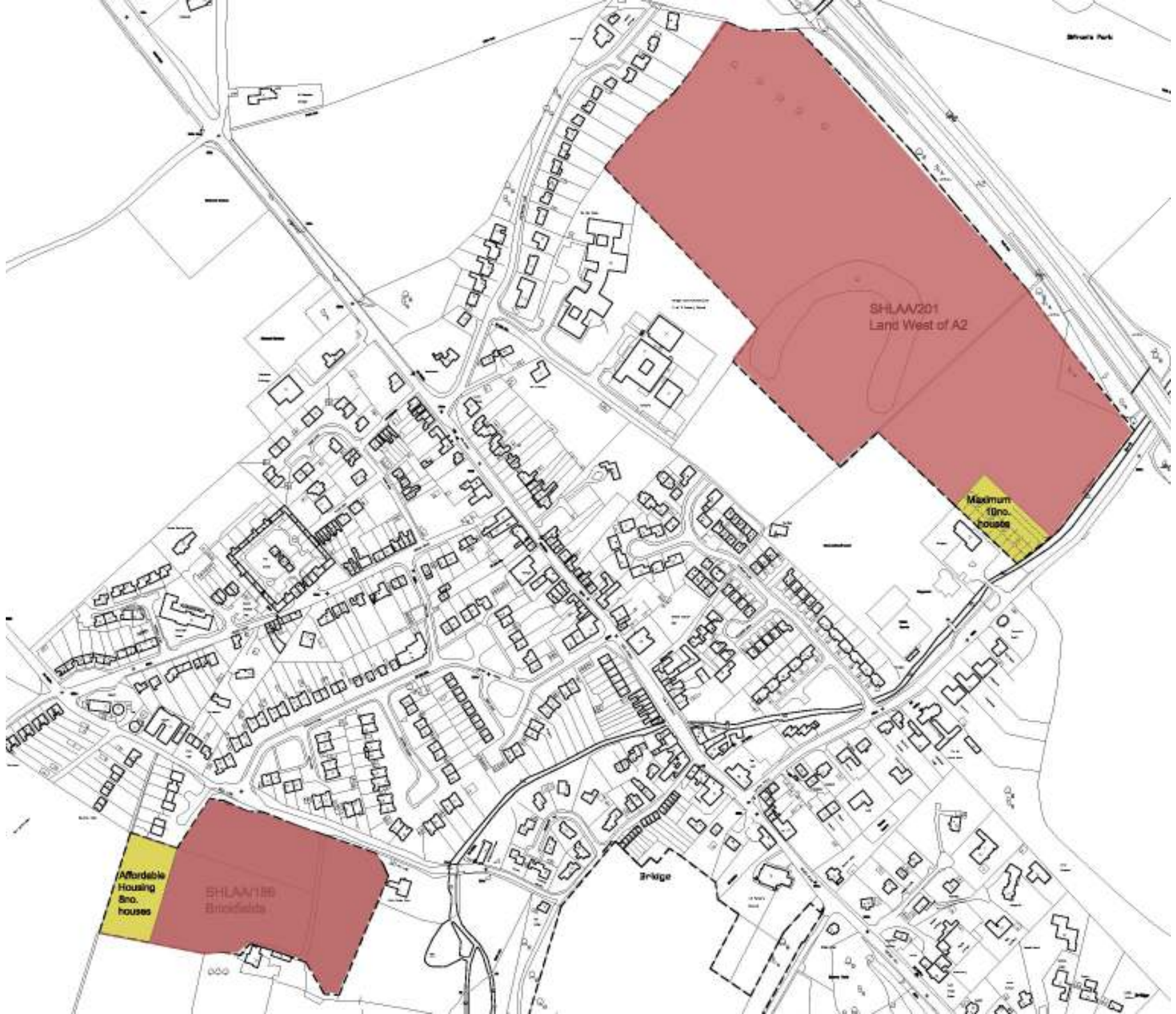
SHLAA/201  
Land West of A2

Maximum  
10no.  
houses

Affordable  
Housing  
8no.  
houses

SHLAA/188  
Brickfields

Bridge





Bridge Parish Councillors from 1953

Chairman marked in grey

Year									Clerk
1953	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1954	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	V G Stockwell	Ernest J Pussord		
1955	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1956	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1957	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Rev G A Church	Ernest J Pussord		
1958	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	F Down	Alfred Stickle	Ernest J Pussord		
1959	Albert Taylor	Harry Hawkins	Douglas A Lewis	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1960	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1961	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	Rev A Penny	Alfred Stickle	Ernest J Pussord		
1962	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1963	Albert Taylor	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1964	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1965	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1966	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1967	H Peter Lawrence	Harry Hawkins	Lionel J Williams	Herbert T Price	John A Robson	Alfred Stickle	Ernest J Pussord		
1968	H Peter Lawrence	Ernest G Down	Dudley T Davis	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1969	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1970	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1971	H Peter Lawrence	Ernest G Down	Thomas E Hoare	Lawrence G Shirley	William G Pierce*	Cyril S Pickett	Paul K Farrow	Margaret A Young	Sidney E Bate
1972	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1973	H Peter Lawrence	H E Tarpin	Thomas E Hoare	Lawrence G Shirley	Brian R Mumery	Cyril S Pickett	William G Pierce ?	Margaret A Young	Sidney E Bate
1974	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1975	H Peter Lawrence	H E Tarpin	Thomas E Hoare	W K C Chapman	Brian R Mumery	Cyril S Pickett	William G Pierce	Margaret A Young	Sidney E Bate
1976	H Peter Lawrence	H E Tarpin	Thomas E Hoare	E Hawkins	Brian R Mumery	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1977	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1978	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Bill Johnson	Margaret A Young	Olive Knight
1979	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1980	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1981	H Peter Lawrence	Keith Chapman	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1982	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	E Hawkins	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Olive Knight
1983	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1984	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1985	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1986	H Peter Lawrence	Kenneth Greenaway	Thomas E Hoare	Rev Raymond Gilbert	John Anderson	John Hill	Mervyn Gulvin	Margaret A Young	Margaret Jones
1987	F L Edwards	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1988	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	David Heap	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1989	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1990	Meriel Connor	Kenneth Greenaway	Thomas E Hoare	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1991	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1992	Meriel Connor	Kenneth Greenaway	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1993	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1994	Meriel Connor	John Hodgson	Joan Monk	Reg J Franklin	Anne King	John Hill	Mervyn Gulvin	Billie Anderson	Margaret Jones
1995	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1996	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1997	Meriel Connor	Anthony Walder	Joan Monk	Reg J Franklin	Ranjit Dhalwal	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1998	Meriel Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Emily Shirley	Margaret Jones
1999	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2000	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2001	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2002	Joe Connor	Anthony Walder	Joan Monk	John Corfield	John Anderson	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2003	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Christine Beer
2004	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2005	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Pam Dobson	Selwyn Lewis
2006	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	J Betneff	Selwyn Lewis
2007	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2008	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2009	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2010	Colin Beesty	Barbara Beinder	Ann Edmonds	John Corfield	Mark Estdale	John Hill	Mervyn Gulvin	Terry Wilmshurst	Selwyn Lewis
2011	Simon Cook	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakey	Terry Wilmshurst	Alan Atkinson
2012	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Bill Oakey	Terry Wilmshurst	Alan Atkinson
2013	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Michael Burns-Stark	Terry Wilmshurst	Alan Atkinson
2014	Rob Moon	Brigitte Ward	Ann Edmonds	John Corfield	Sue Hodges	John Hill	Kate Warham	Terry Wilmshurst	Alan Atkinson
2015	Rob Moon	Katy Brooks	Steve Fawke	John Corfield	Sue Hodges	Mike Sole	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson
2016	Kiran Dhalwal	Katy Brooks	Steve Fawke	John Corfield	Sue Hodges	Mike Sole	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson
2017	Kiran Dhalwal	Paul Davies	Steve Fawke	John Corfield	Sue Hodges	Paul Ferguson	Paldeep Dhilon	Rosie Atkinson	Alan Atkinson

=Chairman

## Canterbury City Council Kent Code of Conduct for Members

### Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from the Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, it is a criminal offence if, without reasonable excuse, you:
  - (a) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member
  - (b) Fail to disclose the interest at meetings where the interest is not entered in the authority's register
  - (c) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the authority's register and is not the subject of a pending notification
  - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
  - (e) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date when you become aware that you have such an interest in a matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority.
  - (f) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by the Authority for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

## THE CODE

### 1. Interpretation

In this Code:

**"Associated Person"** means (either in the singular or in the plural):

- (a) a family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
  - (i) exercising functions of a public nature; or
  - (ii) directed to charitable purposes; or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

**"Authority"** means Canterbury City Council.

**"Authority Function"** means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

**"Code"** means this Code of Conduct.

**"Co-opted Member"** means a person who is not an elected member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

**"Disclosable Pecuniary Interest"** means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

**"Interests"** means Disclosable Pecuniary Interests and Other Significant Interests.

**"Meeting"** means any meeting of:

- (a) the Authority;
- (b) the executive of the Authority;
- (c) any of the Authority's or its executive's committees, sub-committees, joint committees and/or joint sub-committees.

**"Member"** means a person who is an elected member of the Authority and includes a Co-opted Member.

**"Other Significant Interest"** means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) which:

- (a) affects the financial position of yourself and/or an Associated Person; or
- (b) relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an Associated Person;

and which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

**"Register of Members' Interests"** means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

**"Sensitive Interest"** means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

## Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

## General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:
  - (a) act in accordance with the Authority's reasonable requirements; and
  - (b) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (2) You must not:
  - (a) bully any person;

- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (i) you have the written consent of a person authorised to give it; or
  - (ii) you are required by law to do so; or
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is:
    - reasonable and in the public interest; and
    - made in good faith and in compliance with the reasonable requirements of the Authority;
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

#### **Registering Disclosable Pecuniary Interests**

- 4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer before the end of 28 days beginning with the day you become aware of the existence of the interest.

#### **Declaring Interests**

- 5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.

- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest (and you are aware that you have such an interest) in any matter to be considered, or being considered, at the Meeting, you must:
  - (a) disclose the Interest; and
  - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation:
  - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
  - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
  - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
  - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
  - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
  - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
  - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

### **Sensitive Interests**

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the



Monitoring Officer asking that the information be included in the Register of Members' Interests.

- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

### **Gifts and Hospitality**

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Monitoring Officer of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

### **Dispensations**

8. (1) The Standards Committee, or any sub-committee of the Standards Committee, or the Monitoring Officer (where authorised) may, on a written request made to the Monitoring Officer (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Standards Committee, its sub-committee, or the Monitoring Officer (where authorised) considers that:
  - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or

- (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
  - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
  - (d) without the dispensation each member of the Authority's executive would be prohibited from participating in any particular business to be transacted by the Authority's executive; or
  - (e) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

## THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

**SELFLESSNESS:** You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

**INTEGRITY:** You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

**ACCOUNTABILITY:** You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

**OPENNESS:** You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

**HONESTY:** You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

**LEADERSHIP:** Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

**Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:**

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

**"the Act"** means the Localism Act 2011

**"body in which the relevant person has a beneficial interest"** means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

**"director"** includes a member of the committee of management of an industrial and provident society

**"land"** excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

**"M"** means a member of the relevant authority

**"member"** includes a co-opted member

**"relevant authority"** means the authority of which M is a member

**"relevant period"** means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

**"relevant person"** means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

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

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and

<b>Interest</b>	<b>Description</b>
	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.