

DONYATT PARISH COUNCIL
AGENDAS AND SUPPORTING PAPERS 2024

January 2024

March 2024

May 2024

July 2024

September 2024

November 2024

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Thursday, 11th January 2024 at 7.00pm in the Village Hall.

Clerk to the Council.

AGENDA

1 APOLOGIES FOR ABSENCE

2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS

3 PUBLIC QUESTION TIME INCLUDING SOMERSET COUNCIL COUNCILLOR REPORTS

4 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9th November 2023

To consider the approval of these minutes as a true record. (Draft minutes already circulated)
Matters arising:

- a) Ilminster – Canal Way development
- b) Sea – traffic calming/speed limit update. – Councillor McKenzie
- c) Donyatt residents survey – Councillor D Light
- d) D-Day arrangements- Councillor K Light
- e) DPC Banking accounts/arrangements – Councillors D Light/W Porritt.
- f) SIDS – update from Councillors Attlesey/D Light
- g) DVH defibrillator update from Councillor D Light

5 FINANCIAL: To consider that this Council approves the schedule of cheques and the Financial Report.

6 2024/5 Budget. To approve the updated 2024/5 budget and precept.

7 Ilminster TC – Parish Ranger report. To consider a report from ITC with financial information

8 Drainage and flood prevention – see collated emails May 2023 – Sept 2023.

9 Grant applications 2024. To consider grant applications from Donyatt PC, DVH & DRAC.

10 Road safety improvements through Sea - Donyatt P.C. working in partnership with Ilminster Town Council to achieve a mutually beneficial resolution resolves to seek to implement a 40 mph speed limit from the main A358, along the old A3037 through Sea and on to the 30mph limit on the outskirts of Ilminster.

11 DPC Website – Clerk

COUNCILLOR UPDATES

12

To receive reports and consider actions on the following items:

- A) Highways – Cllr. B Porritt
- B) Footpaths – Cllr. D Light
- C) Village Hall – Cllr. B Porritt
- D) Donyatt Recreation Area – Cllr. K Light

13 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.
- Date, time and venue for the next meeting.

DONYATT PARISH COUNCIL

Minutes of the Parish Council held on 9th November 2023 in the David Willis room @ 19.00hrs.

Present: Cllrs D Light, Cllr Porritt, Cllr K Light, Cllr McKenzie, Cllr Grabham. Z Bougourd (Clerk)

23/78 APOLOGIES FOR ABSENCE: Cllr Attlesey

23/79 DECLARATIONS OF INTEREST AND DISPENSATIONS: None

23/80 PUBLIC QUESTION TIME: There was one member of the public present. Questions regarding access to public footpaths were asked, in particular Manor Farm and Shave Lane. After discussion it was agreed that Cllr D Light would contact Horton PC regarding Shave lane and access off the A303.

It was also noted that website access to the Agenda and previous minutes may not be functioning correctly.

23/81 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6th September 2023.

To consider the approval of these minutes as a true record.

Matters Arising:

23/82 a) Ilminster- Canal Way development. Previous concerns were noted, including concerns regarding recent flooding. DPC will continue to monitor the development.

23/83 b) Sea- traffic calming update. Cllr McKenzie advised that following a recent meeting with Ilminster representatives, a residents survey was recommended, also possibly installing a radar gun to record and evidence speed levels through the village. Cllr Mc Kenzie will continue to progress this matter. Ilminster TC also requested a resolution from DPC, see Agenda item 8.

23/84 c) Donyatt Residents survey: Cllr D Light reported that a good response had been received and the printed results posted on village notice boards. The notice board outside The George may need remedial works/replacing. Cllr D Light to inspect and report back. 42 residents had volunteered to assist with village events and related matters. ZB to send chart report to Cllr McKenzie for publication on Donyatt Facebook page.

23/85 d) D-Day arrangements: Cllr K Light reported that a mobile fish and chip van and a prosecco provider had been engaged. Further updates will follow in due course. It was noted that D-Day had also been designated "National Fish & Chip Day"

23/86 e) DPC Banking arrangements. General dissatisfaction was expressed regarding the current account providers: It was resolved that ZB should approach Unity Bank and open two accounts, a daily account and a call account. Signatories would be Cllrs D Light, W Porritt and Clerk. Proposed by Cllr D Light, seconded by Cllr W Porritt. Unanimously agreed.

23/87 f) Tree at Pound Corner. Extreme dissatisfaction was expressed regarding SCC's response to the request for full or part payment towards the removal of the unstable/safe trees at Pound Corner. It was resolved that DPC would follow the appeals procedure against this refusal to pay decision. Proposed Cllr W Porritt, seconded Cllr D Light,. Agreed unanimously.

23/88 g) Speed Indicator Device (SID). Cllr D Light had spoken to Cllr Attlesey. It was agreed to proceed with installing one SID and monitor the effect before installing a second unit. One unit is included in this year's budget. Proposed by Cllr D Light. Seconded Cllr W Porritt.

- 23/89** **h) DVH Defibrillator.** This was now being looked after by Rosemary Payne. ZB tabled the file copy for maintenance, Cllr D Light will pass on to Mrs Payne. Cllr McKenzie requested that an easy-to-follow guide to be published on the DPC website and possibly the Facebook page. It was noted that when the defibrillator is used, the 999 call automatically notifies the emergency services and the equipment provides detailed spoken instructions to the user. There is no need to contact Mrs Payne for assistance.
- 23/90** **i) Speed watch equipment.** Previously held equipment is no longer traceable. If equipment is required for use in Sea a new request will need to be made.
- 23/91.** The minutes were approved and signed by the Chairman.
- 23/92** **FINANCIAL:** The current financial report was tabled; the schedule of cheques was provided with the Agenda. Both were approved. Proposed by Cllr D Light, seconded by Cllr W Porritt.
- 23/93: 24/5 Budget and precept.** The budget was approved. Proposed by Cllr D Light and seconded by Cllr W Porritt. Approved unanimously. It was agreed that the current budget projection would be updated prior to the January meeting and the precept would be finalised at that meeting. It was agreed that requests for grant needed to be received in early January. It was also agreed that grants would not be automatically given based on historical procedures and any eligible bodies would need to put forward a detailed request for a grant, all of which would be considered impartially by DPC.
- 23/94. Planning:**
- a) Dollings Pool Dairy development.** It was noted that Cllr D Light had spoken to the developer, the sewage disposal will be linked into the existing sewage treatment plant, thereby removing the requirement for individual septic tanks. There were no further comments. A reply will be sent to the developer noting the above.
 - b) Land at Whitney Farm, Whitney Hill development.** The receipt of funds under the Community Infrastructure Levy (CIL) scheme were noted.
- 23/95 Road Safety measures through Sea:** It was resolved to approve the following resolution and to send on to Ilminster PC. Proposed by Cllr D Light, seconded by Cllr J McKenzie.
That Donyatt Parish Council working in partnership with Ilminster Town Council to achieve a mutually beneficial resolution resolves to seek to implement a 40mph speed limit from the main A358, along the old A3037 through Sea and on to the 30mph limit on the outskirts of Ilminster.
- 23/96 Donyatt Dispatch Newsletter:** It was agreed that limited support should be offered to the Donyatt Dispatch in circumstance when other sponsorship is not available. It was also noted that DPC would not use the Donyatt Dispatch for Council related matters.
- 23/97 DPC website:** It was noted that the current website is not easy to use and does not portray Donyatt as positively as it could. Cllr D Light will take this forward with his contact.
- 23/98 Update from Councillors:**
- a) Highways** – Cllr W Porritt noted that recent flooding had, once again, highlighted the lack of drain maintenance by SCC. The river level was below the flooding, but the surface water was unable to drain into the river due to blocked drains. It was also noted that warning road signage was inadequate in the extreme weather. Anecdotaly there is a historic map from 1973 showing drainage points, however this cannot be located. Cllr D Light noted he had identified 30 drainage points, none of which are functioning correctly.
 - b) Footpaths:** Nothing to report.
 - c) Village Hall:** Nothing to report.
 - d) Donyatt Recreation Area:** A new seesaw had been installed. Nothing further to report

- e) **Drainage and flood prevention.** Cllr Attlesey was not in attendance. No update was given.

23/99 Matters for report only.

Cllr D Light tabled a letter received from SCC on the 8th November 2023 and a copy was provided to the member of the public present. ZB noted that this item was not on the Agenda, no decisions could be made and the letter was probably not for public circulation at this time. A significant discussion took place, following which it was agreed by Cllrs present that a detailed response would be sent to Cllr Bill Revens. The Cllrs agreed that the proposals outlined in the letter could be construed as Parish Councils providing cheap labour to provide services that SCC should provide without any suggestion of a reduction in rates or any suggestion that SCC would also endeavour to reduce overall costs. All copies of the letter were retained by DPC at the end of the meeting.

The next meeting date: Wednesday January 10th 2024.

The meeting closed at 21.15hrs

Actions:

Cllr McKenzie – Continue working with Ilminster re Sea traffic calming measures.
Cllr D Light – liaise with Horton PC regarding public footpath access.
Cllr McKenzie – post Donyatt residents survey on Facebook
Clerk – send survey documents to Cllr McKenzie
Cllr D Light – inspect notice board at The George
Clerk – contact Unit Bank, open two accounts and deal with required documentation
Cllr McKenzie – post basic instructions for defibrillator operation on Facebook page.
Clerk – revise budget figures to Y/E (31/3/2024) and circulate.
Cllr D Light – progress website.
Clerk – check dates for grant submission.
Clerk – formulate precept for next meeting (submission due 19th January 2024)
Clerk – reply to Dollings Pool Dairy developer with no further DPC comment
Cllr Attlesey – progress SIDS
All Cllrs – draft and approve reply to SCC letter.
Clerk – send approved minutes with resolution re traffic calming measures in Sea to Ilminster TC

Payments due for October			
Invoice date	Payee	Description	Amount
01/10/23	K Larsson	Refund PAYE	34.40
01/10/23	SALC	Annual fee	118.41
06/10/23	Z Bougourd	Clerk salary	221.97
06/10/23	HMRC	PAYE	55.60
07/10/23	D&K Light	D Day expenses	94.51
Payments due November 2023			
Invoice date	Payee	Description	Amount
06/11/23	Z Bougourd	Clerk salary	214.05
06/11/23	HMRC	PAYE	53.51
08/11/2023	Z Bougourd	Clerk expenses	37.20
Payments due December 2023			
Invoice date	Payee	Description	Amount
09/12/2023	Z Bougourd	Clerk Salary	264.10

From: Mark Tredwin <town.clerk@ilminster.gov.uk>

Subject: Warden scheme

Date: 20 December 2023 - 5:40:01 PM GMT

Good afternoon,

Yesterday Ilminster Town Council set their Budget for 2024-25 taking into account the difficulties that Somerset Council are experiencing. As part of the budget members have allocated funding for Ilminster to be able to deliver a Steward service that will cover some of the services that Somerset Council offer.

At this point we are hoping that we will be in a position to work with a neighbouring town to employ between us a Warden that could come out to Parishes and assist them with various maintenance and grounds work tasks. The time scale for this is yet to be agreed as we need to understand what the take up is likely to be from various parishes.

I have already had a number of Parish Councils contact me expressing an interest and for that reason I am attaching a spreadsheet that if you are interested I would ask you to complete and return it to me as soon as possible.

Whilst it is early days at this point to be able to quote a confirmed charge, I believe that we will be able to do something around the £30-40 per man hour mark.

Some parishes may already be aware that a scheme will going live on the 1 April 2024 through Somerset Council whereby Keir will provide a Highways Steward for £50,000 per year. They have yet to confirm what they will charge for a daily rate, but the guestimate is that it will be significantly higher than the £26 per hour that an annual contract works out at. From my perspective we would be offering a 7.5 hour working day dependent upon where you are located in relation to Ilminster. Ideally the warden would spend a half day minimum in your parish with a full day being preferable.

If your council is interested please send back the attached spreadsheet filled out with the services that you anticipate a Warden may be asked to tackle. If there any that are not on the sheet please add them at the bottom. I would also ask if you would please indicate the number of days a month that you would require the support.

Please bear in mind this is still in the early conception stage but I hope that you can see the benefit of working with a local Warden. Feel free to email me with any questions and I will do my very best to provide you with answers.

I hope you all have a Merry Christmas and a Happy New Year.

Regards

Mark

Mark Tredwin
Town clerk
Ilminster Town Council
01460 52149
[ilminster.gov.uk](mailto:town.clerk@ilminster.gov.uk)

Expenses	Actual to date	To Y/E	Budget	Differential	2024/5 Budget 7.5% increase	Estimated expenditure 2024/5	
Hall hire	70	42	210	98	15.75	120	Decrease - allow 8 meetings @15.00
Salc subs	118.41		125	6.59	9.375	135	Inflation increase
Insurance		509.51	620	110.49	46.5	575	Inflation increase - paid January 2024
Audit	40		300	260	22.5	150	Was significantly over budgeted - reduced
Clerk expenses	317.36		250	-67.36	18.75	350	Was under budgeted - increased
Clerk equipment reserve	358.51		700	341.49		350	Provision for printer if required.
Clerk salary	2201	643.75	2852	7.25	171.12	3412	SCC 6% increase, no allowance for overtime
HMRC/PAYE	327.73	160.94		-488.67	0	500	Paid from clerks salary - split for transparency
Clerks gratuity			236	236	17.7	0	Removed - was pension provision but not applicable
CILCA training			151	151	11.325	165	General traing courses
Travel			50	50	3.75	0	Removed - milage in clerks expenses
SLCC & CRPP & CCS			100	100	7.5	110	Unsure what this refers to?
Election			0	0	500	500	Recommended contingency from SCC
Clerk contingency/sick			60	60	4.5		Removed - not required
Reserves /unforeseen to YE	79.25	2000	100	-1979.25	7.5	3000	Contingency against SCC cuts= 20% of budget.
Parish maintenance						1500	Possible cost from DPC taking over SCC duties
Website hosting	150		150	0	11.25	165	Inflation increase
Coronation events	1597.58		0	-1597.58	0		
D-Day events	103.26					2000	D-Day events
DVH Grant	2500		2500	0	187.5	2600	Grants to be evaluated by DPC
DRAC Grant	1000		1000	0	75	1075	Grants to be evaluated by DPC
St Mary's Church grant	1000		1000	0	75	1075	Grants to be evaluated by DPC
SIDS installation 2023		2500	0	-2500	0	0	Current year expenditure
SIDS installation 2024						2500	Next year's expenditure
	9863.1	5856.2					
2024/5 Projected expenditure						20282	
2023/4 total estimated expenditure.	15719.3						
Expenditure to Y/E	5856.2						
Cash at bank 05/09/23 Current a/c	10513.47						
Cash at bank 30/11/2024 Reserve a/c	608.99						
Income from CIL	553.35						
Projected Balance C/F	5819.61						

Precept calculation: 2024/5		
Balance in Bank as at 05.09.2023	10513.47	
VAT to come	0	
Less projected exp to Y/E	5856.2	
	4657.27	
Reserve account	608.99	
CIL income	553.35	
Projected total funds held	5819.61	
Precept as per budget	20282	

Less funds held(allows for unforeseen 2K)	5819.61	
2024/5 Precept.	14462.39	

On 20 Feb 2023, at 9:11 AM, Derek Davies <derek.davies@somerset.gov.uk> wrote:

Hi David,

Further to our site meeting at Donyatt, I have issued a plan of the area to a colleague who has a contact in County Hall and asked for the construction drawings of the A358 between Donyatt and Peasmarsh, I will wait to see what this brings, I will also discuss this with my manager just in case he has any info, we will be able to decide any further actions once we have this information.

With regards to Stibbear Lane, in the new financial year it is my intention to raise an order to have a large cut off drain installed at the bottom to hopefully help alleviate the flooding issues, we will also look to have the system jetted and carry out some ditching.

I have also asked for an order to be raised to clear the edge of the road in the lay-by between Thatcher's Pond and Melbury Cottage, we also look to clear the 4 buried gullies in this road.

If there is anything I have missed please get back to me.

Kind regards

Derek Davies
Assistant Highways Service Manager

South Somerset Area Highways Office
Mead Avenue
Houndstone Business Park
Yeovil
Somerset
BA22 8RT
Tel: 0300 123 2224

**20 Feb
2023,
10:05**

Hi Derek,
Many thanks for update and commitment to carry out works at Stibbear Lane and further up the road in Donyatt.
Please let us have details of this once the decision has been made.
Fingers crossed that the relevant details of A358 cross-drainage can be found, please keep us posted on anything you find as we will need to keep a copy within the Parish Council records.
Again, many thanks.
Regards
David

20/02/2023 13.38.

We may have a plan at last (physical plan of drainage, and a plan to alleviate some of the flooding issues).

Well done David.

Phil

13/05/2023 11.38hrs

Hi Derek,

Hope you are well.

I am following up my actions from our Parish Council Meeting.

Did you have any luck in locating the construction drawings for the A358? This would be a great help understanding the drainage system put in place at the time and how to maintain it for the future.

Has an order been raised for the work on Stibbear lane?

The ditch at the bottom of the lane is in a terrible state now, two or three of the road drains adjacent to the ditch are still in the same conditions as when we walked through in February, although there are plants growing from them and the water trying to drain is jet black.

From what I can see I think the priority things that need doing are:

- Jetting from Stibbear Farm to the A358, jetting on the A358 and across to the river.
- Clearing of the ditch at the bottom of Stibbear Lane.
- Clearing the drain surfaces from Stibbear Farm to the A358 (scrapping back the verge to expose the drains properly).
 - This could lead to replacement drain covers.
- The cut off drains at the bottom of Stibbear Lane.

I understand it is a lot of work on a small lane, but since the development of Stibbear Farm, COVID and road diversions Stibbear Lane receives a lot of road use, compared to what it did a few years ago.

Once this work is completed it will be much easier to manage and I am happy to help as I did before the drains were completely blocked underground.

Give me a call or we can meet up if you are passing to go through it.

Kind Regards

James Attlesey

07545207959

Sat, 13 May 2023 01:33:56 PM BST

Good work, Jimmy!

Now, your mission should you accept it is to gently introduce Highways to the realisation that fully 50% of Donyatt (people-wise) exist NORTH of the 'George' - and virtually every one of those drains/gullies overflow, whenever it rains heavier than a wee sprinkle. Or maybe he could lend us his Jetting Gizmo and we could do it - FoC!

Regards,

Bill

15 May 2023, 09:02

Hi James,

I have had a good walk through this with our engineering technician who is very familiar with the drainage, and has a great deal of knowledge about the area.

The main issues are the ditches along the side of Stibbear Lane and across the fields, he also said that there is a problem with our pipeline towards the outfall near the river, we have raised an order to have the ditches cleared by ourselves, this includes the roadside ditch along Stibbear Lane and through the field towards the outfall, the technician knows the farmer and has spoken with him to agree access.

We have also issued an order to have the system jetted to the outfall and to identify what and where any obstructions are, we will need to resolve any issues with the pipeline before committing to any other works, once we have been able to ensure we have a good working system we can then look to additions as needed.

With regards to construction drawings, this appears to be a bit of a dead end, unfortunately I am unable to get any info from anyone.

Regards

Derek Davies
Assistant Highways Service Manager

03/09/2023

Hi Derek,

Hope you are well. Just wanted to check on how things are progressing with the work on Stibbear Lane. I see the road surface was repaired a while ago, unfortunately it was a bit short and the areas that were missed are now forming new pot holes again.

There doesn't seem to be much movement with the drains, ditch or jetting. Is the cut off drain still planned for this year?

Jimmy

Local Councils

Policy Schedule

19/12/2023

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Donyatt Parish Council
Correspondence Address:	59 Spurwells Ilton Ilminster Somerset TA19 9HP
Business:	Local Council
Schedule produced on:	19/12/2023
The county association of local council you are affiliated to:	Somerset
Population of Council Area:	Up to 500

Period of Insurance

Effective dates	From:	21 January 2024
	To:	20 January 2025
Renewal date:		21 January 2025
Long Term Undertaking:		Not Applicable

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£414.74
Insurance Premium Tax:	£49.77
Total Amount Due (excluding Terrorism):	£464.51
Overall Annual Premium:	£414.74
Overall Insurance Premium Tax:	£49.77
Policy Administration Fee:	£45.00
Overall Amount Due:	£509.51

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£50,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	Not Insured	Not Insured
Contents	£7,500	£9,000
Other Property Insured away from the Premises		
Street Furniture	£20,000	£24,000
Walls, Gates and Fences	£7,500	£9,000
Playground Equipment	£40,000	£48,000
CCTV Equipment	Not Insured	£0
War Memorials	£20,000	£24,000
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£5,000	£6,000
Sports Equipment	£5,000	£6,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

Section Excess: £250

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£50,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome); or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above, or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FIREWORKS_23] - Firework Displays & Bonfires

If in relation to any claim for Damage to the Property Insured You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim. You must ensure in connection with firework displays or bonfires organised by You that,

1. You consult the relevant authorities at least seven days before the event
2. You comply with any recommendations or instructions of the
 - a. relevant authorities including the Health and Safety Executive
 - b. fireworks manufacturers
3. You organise the event in accordance with guidance from the Health and Safety Executive
4. fireworks used must be obtained from a company complying with the firework regulations concerning the manufacture and supply of fireworks. All fireworks must be British Standard BS 7114: 1988 and not modified.
5. the display and bonfire must be at least 20 metres away from
 - a. The Premises
 - b. vehicles owned by you
 - c. flammable or other Dangerous Substances as defined in The Dangerous Substances and Explosive Atmospheres Regulations 2002 and all combustible materials

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[PL002_23] - Skateboard Parks

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim. You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified, or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[PL003_23] - Injury to Participants Exclusion

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

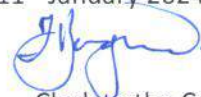
Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Ilminster Warden/Lengthsman duties			
19 December 2023		Tick if interested	Hours & frequency
Tasks might include:			
1	Maintenance of open spaces and play areas.		
2	Litter picking and sweeping.		
3	Removal and control of weeds and other vegetation.		
4	Cleaning and minor repairs of street furniture.		
5	Grass cutting.		
6	Hedge cutting.		
7	Flower beds, general amenity areas, weed removal, weed control etc.		
8	Pruning of bushes and trees.		
9	Removal of dog faeces.		
10	Removal of roadkill.		
11	Minor building/groundwork		
12	Managing and erecting SIDS.		
13	Checking and maintenance of public rights of way, stiles and fences. and repair.		
14	Verge Maintenance.		
15	encroachment of vegetation over footways.		
16	Clearance, digging of ditches, drains etc.		
17	Jet washing pavements/signs.		
18	Street name plates cleaning.		
19	Drainage maintenance - cleaning existing grips and outfalls, localised ditching, hand cleaning gullies/channels, rodding of pipes.		
20	reporting to Somerset severe blockages.		
21	Removal of fly tipping.		
22	Removal of fly posting.		
23	Removal of graffiti.		
24	Removal of sharps.		
25	Painting of various items (benches/bus shelters).		
26	Attend and steward community events where required.		
27	To report to his/her line manager or Somerset Council any faults, safety defects e.g. potholes etc.		
Other areas please specify			
28			
29			
30			
31			
32			
33			
Your council name:-		Total hours	

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Thursday, 11th January 2024 at 7.00pm in the Village Hall.



Clerk to the Council.

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 **PUBLIC QUESTION TIME INCLUDING SOMERSET COUNCIL COUNCILLOR REPORTS**
- 4 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9th November 2023**
To consider the approval of these minutes as a true record. (Draft minutes already circulated)
Matters arising:
 - a) Ilminster – Canal Way development
 - b) Sea – traffic calming/speed limit update. – Councillor McKenzie
 - c) Donyatt residents survey – Councillor D Light
 - d) D-Day arrangements- Councillor K Light
 - e) DPC Banking accounts/arrangements – Councillors D Light/W Porritt.
 - f) SIDS – update from Councillors Attlesey/D Light
 - g) DVH defibrillator update from Councillor D Light
- 5 **FINANCIAL:** To consider that this Council approves the schedule of cheques and the Financial Report.
- 6 **2024/5 Budget.** To approve the updated 2024/5 budget and precept.
- 7 **Ilminster TC – Parish Ranger report.** To consider a report from ITC with financial information
- 8 **Drainage and flood prevention** – see collated emails May 2023 – Sept 2023.
- 9 **Grant applications 2024.** To consider grant applications from Donyatt PC, DVH & DRAC.
- 10 **Road safety improvements through Sea** - Donyatt P.C. working in partnership with Ilminster Town Council to achieve a mutually beneficial resolution resolves to seek to implement a 40 mph speed limit from the main A358, along the old A3037 through Sea and on to the 30mph limit on the outskirts of Ilminster.
- 11 **DPC Website** – Clerk
- COUNCILLOR UPDATES**
- 12 To receive reports and consider actions on the following items:
 - A) Highways – Cllr. B Porritt
 - B) Footpaths – Cllr. D Light
 - C) Village Hall – Cllr. B Porritt
 - D) Donyatt Recreation Area – Cllr. K Light
- 13 **MATTERS FOR REPORT ONLY**
 - Summary of agreed actions from the meeting.
 - Discussion of urgent action.
 - Items to be included for the next agenda.
 - Date, time and venue for the next meeting.

PRECEPT REQUEST 2024/25

(Local Government Finance Act 1992 (Section 41) - Parish/Town/City Council Precepts)

Please complete the shaded boxes

From Precepting body	Donyatt

The Council of the above-mentioned Parish/Town/City HEREBY GIVE YOU NOTICE that in respect of the financial year 2024/25 they will require from you the sum of (fill in below) to meet the budget requirement of the Council as calculated under Section 50 of the above Act, and they do accordingly HEREBY REQUIRE you to pay the same.

	2023/24	2024/25	Difference	Difference %
Tax Base	166.35	169.77	3.42	2.06%
Precept	11,600	14,463	2,863	24.68%
Band D Precept	69.73	85.19	15.46	22.17%

Payment Date
Precept requests will be paid in one instalment in April 2024.

Precepts over £140,000	
If the Precept requirement is greater than £140,000.00 please provide details below.	
Expenditure Item/Service	Amount

BACS payment details				
1. BANK DETAILS				
Bank Name				
Sort Code		-		-
Account Number				
Account Ref/Name				
Branch Address				
2. REMITTANCE ADVICE OF PAYMENT TO				
Clerk's name				
e-mail				
address				

Authorisation	
Authorised at the meeting of the council Held on	<i>date</i>
Authorised by	<i>designation</i>
E-Mail Address for future correspondence if preferred:	

Return Form	
Please return form to	parish.precepts@somerset.gov.uk
No later than (noon):	2nd February 2024

The Tax Base

A tax base has to be set by the billing authority (Somerset Council) every year.

The tax base is the equivalent number of band D properties in a parish or town etc.

For example, if a town had 100 band B properties, 100 band C properties and 100 b

We then make an allowance for void properties, exemptions, disabled reductions, r

This tax base is for your information. You can use it to work out how much your pre

For example, if you ask for a precept of £6,000 and your adjusted tax base is 500 ba

nd D equivalents, an average band D property will pay £12 extra on their council tax

to pay for this.

Parish precept calculator Band D

Donyatt

Type in the precept per band D required and it will work out the %

	23/24	24/25	Increase/(decrease)	
			amount	%
Precept per band D	11600.00	14463.00	2,863.00	24.68%
Tax Base	166.35	169.77	3.42	2.06%
Total Precept	11,600.00	2,455,383.51	2,443,783.51	21067.10%
A 6 / 9	46.49	9642.00	9,595.51	20640.69%
B 7 / 9	54.24	11249.00	11,194.76	20640.69%
C 8 / 9	61.98	12856.00	12,794.02	20640.69%
D 9 / 9	69.73	14463.00	14,393.27	20640.69%
E 11 / 9	85.23	17677.00	17,591.77	20640.69%
F 13 / 9	100.72	20891.00	20,790.28	20640.69%
G 15 / 9	116.22	24105.00	23,988.78	20640.69%
H 18 / 9	139.46	28926.00	28,786.54	20640.69%

Parish precept calculator Total Precept								
Donyatt								
Type in the total precept required and it will work out the %								
				23/24	24/25	Increase/(decrease)		
						amount	%	
Tax Base				166.35	169.77	3.42	2.06%	
Precept				11,600.00	14,463.00	2,863.00	24.68%	
Band D amount				69.73	85.19	15.46	22.17%	
A	6	/	9	46.49	56.79	10.31	22.17%	
B	7	/	9	54.24	66.26	12.02	22.17%	
C	8	/	9	61.98	75.73	13.74	22.17%	
D	9	/	9	69.73	85.19	15.46	22.17%	
E	11	/	9	85.23	104.12	18.89	22.17%	
F	13	/	9	100.72	123.05	22.33	22.17%	
G	15	/	9	116.22	141.99	25.77	22.17%	
H	18	/	9	139.46	170.38	30.92	22.17%	

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Wednesday 13th March 2024 at 7.00pm in the Village Hall.

Clerk to the Council.

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 **PUBLIC QUESTION TIME INCLUDING SOMERSET COUNCIL COUNCILLOR REPORTS**
- 4 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16th January 2024**
To consider the approval of these minutes as a true record. (Draft minutes already circulated)
Matters arising:
 - a) Ilminster – Canal Way development
 - b) Sea – traffic calming/speed limit update. – Councillor McKenzie
 - c) D-Day arrangements- Councillor K Light
 - d) DPC Banking accounts/arrangements – Councillors D Light/W Porritt.
 - e) SIDS – update from Councillors Attlesey/D Light
- 5 **FINANCIAL:** To consider that this Council approves the schedule of cheques and the Financial Report.
- 6 **Planning:** To consider the following planning applications:
 - a. Willow Farm, Whitney Hill – conversion of agricultural buildings to residential
 - b. Thurlbear Woods – tree trimming
 - c. Earth bank, slurry lagoon at Greenway Lane Combe St Nicholas Chard Somerset
- 7 **Bank accounts:** To consider a resolution to close the accounts currently held at Natwest and open two accounts at Unity Bank.
 - a. At the meeting held by Donyatt Parish Council on the 13th March 2024 it was resolved to move all monies currently held with Natwest Bank plc to Unity Bank as soon as possible.
- 8 **Drainage and flood prevention.** Update from Cllr D Light re inspection carried out in February 2024.
- 9 **Road safety improvements through Sea** – Update from Cllr McKenzie.
- 10 **Dates for:**
 - a. Annual Parish Meeting
 - b. Annual Parish Council Meeting
- 11 **Temporary closure of CH11/9 Donyatt,** information only
- 12 **DPC Website** – Clerk
- COUNCILLOR UPDATES**
- 13 To receive reports and consider actions on the following items:
 - A) Highways – Cllr. B Porritt
 - B) Footpaths – Cllr. D Light
 - C) Village Hall – Cllr. B Porritt
 - D) Donyatt Recreation Area – Cllr. K Light

14 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.
- Date, time and venue for the next meeting.

Payments for authorization

Payments due February/March 2024			
Invoice date	Payee	Description	Amount
06/02/2024	Z Bougourd	Clerk Salary	230.60
06/02/2024	HMRC	PAYE	57.60
06/03/2024	Z Bougourd	Clerk Salary	230.60
06/03/2024	HMRC	PAYE	57.60
06/03/2024	GoDaddy	Website builder name	100.66
13/03/2024	GoDaddy	Domain name and Website hosting	68.21
13/03/2024	SLCC	Clerk training	24.00
13/03/2024	SLCC	Clerk membership	113.00
13/03/2024	Postage	Stamps	10.00
13/03/2024	DVH	Hall hire	17.00

DONYATT PARISH COUNCIL.

Minutes of the Parish Council held on 13th March 2024 in the David Willis room @ 19.00hrs, Present: Cllr D Light, Cllr K Light, Cllr Porritt, Cllr McKenzie, Cllr M Grabham. Z Bougourd (Clerk).

24/20 APOLOGIES FOR ABSENCE: Cllr Attlesey.

24/21 DECLARATIONS OF INTEREST AND DISPENSATIONS: None

24/22 PUBLIC QUESTION TIME: No members of the public were present.

24/25 PARISH COUNCIL VACANCY

There is currently one vacancy on the council. An application has been received from Mr. Steven Payne. Councillors voted unanimously in favour of co-opting Mr Payne to the council, who duly signed the declaration of acceptance of office and was invited to join the meeting.

24/26 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2024.
Approved.

24/27 Matters arising:

- a) Ilminster — Canal Way development. Cllr D Light, on behalf of Donyatt Parish Council and residents, will attend a meeting in Ilminster on 14/3/24 of the South West of Canal Way Development Liaison Group.
- b) Sea —traffic calming/speed limit update: Cllr McKenzie reported that she had met with Ilminster TC and SCC representatives and received a positive response. Cllr McKenzie received further information immediately prior to the meeting, this was discussed; there is a requirement for an initial contribution of €250.00 for data collection. Due to the late notification of this financial request, this proposal will be ratified at the next DPC meeting. The process will involve drawing up a plan, SCC will produce this, and then forwarding it to relevant authorities including the Police. There will be an opportunity for Sea residents to comment, but a formal consultation is not required. There are several stages to complete before any actual signage is installed, but the speed reduction to 40mph through Sea has been approved and should be completed within 18 months. It was unanimously agreed to go ahead with this scheme, any further financial implications will be discussed at the appropriate time, Cllr McKenzie considered that local businesses may be able to contribute towards overall costs. The Council thanked Cllr Mc Kenzie for her work to date on this challenging project.
- c) D-Day arrangements: Cllr K Light reported that she had contacted Hoppy Mare mobile bar who were able to provide drinks for the event. Jimmy Attlesey can provide a mobile generator; Cllr K Light is liaising with DRAC for the use of a marquee and arranging for the grass on the recreation ground to be cut. The beacon will be lit at 21.15hrs, there is sufficient wood for this. Cllr K Light also hopes to engage a jazz band, Cllr McKenzie's partner may be able to provide

posters. John Grabham is arranging for a tug of war or It's a Knockout type activity. Phil King may be able to compere, a PA system is required, this is under discussion.

- d) DPC banking arrangements — see item 7
- e) Speed Indicator Devices(SIDS) . Cllr McKenzie noted that during her meeting with Ilminster regarding speed limits through Sea, it had been noted that there is a community fund which may be able to contribute towards the cost of purchasing and installing SIDS in Donyatt. It was noted that the current DPC insurance policy will only cover the units and any resulting replacements/issues if the units are installed by qualified installers.

24/28 FINANCIAL: It was noted that the year-end projection is slightly lower than expected. The clerk is now receiving bank statements from Natwest, but there has been a gap since September 2023 until February 2024 which made producing and projecting expenditure challenging.

The schedule of cheques was approved and signed. The payment for a SIDS unit was deleted in view of the above information.

It was noted that SCC had not provided any relevant information regarding withdrawal of services, any financial implications for the coming years 2024/5 are therefore currently unknown.

24/29 Planning:

- a) Sea Mills Ref: 24/00425/PAMB. Prior Approval Notification for the change of use of an agricultural building into 2 no dwellinghouses. Tabled and noted, no comment.
- b) Willow Farm, Whitney Hill: 24/00263/FUL. Proposed demolition of an existing agricultural building and the change of use, conversion and extension of another agricultural building to a single dwelling with garage, store and garden curtilage. Tabled and noted — no comment.
- c) Thurlbear Woods: Timber harvesting work at Thurlbear Woods. Tabled and noted — no comment.
- d) Earth bank/slurry lagoon at Greenway Lane, Combe St Nicholas. Cllr D Light had emailed SCC planning department, mirroring the concerns raised by Combe St Nicholas. Concerns include the location, potential environmental impact and necessity for this development.

24/30 Bank Accounts: Due to ongoing issues with current account holders Natwest, it was unanimously agreed to ratify the resolution noted in the Agenda: At the meeting held on the 13th March 2024 it was resolved to move all monies currently held with Natwest Bank plc to Unity Bank as soon as possible. The clerk was instructed to action this resolution.

24/31 Drainage and Flood prevention: The report from SCC was tabled and noted. Cllr D Light carried out site visits with Derek Davies from SCC and is awaiting a plan for Donyatt from Mr. Davies. Cllr McKenzie noted that there is a "flood

resilience fund" which may be used to engage flood resilience wardens. It was noted that a culvert on the A358 is partially collapsed — SCC are aware.

24/32 Road safety improvements through Sea — see item 24/7a.

24/33 Dates for:

- a) Annual Parish Meeting— 1st May 2024 @ 7pm in the Village Hall
- b) Annual Parish Council Meeting — 1st May 2024 @ 7.30pm in the David Willis Room.

24/34 Temporary closure of footpath CHII/Donyatt — tabled and noted, no comment.

24/35 DPC website — the Clerk demonstrated progress to date on the new website, Further updated will be provided when available. Cllrs were supportive of the progress to date.

24/36 Cllr updates:

- a) Highways — Cllr Porritt noted that SCC have yet to confirm their exact statutory obligations and service provision for the next financial year. No other matters of report.
- b) Footpaths — Cllr D Light — nothing of note, see item 24/34.
- c) Donyatt Village Hall: Cllr Porritt asked when the annual grant would be received. Historically this has been sent out after the precept has been received.
- d) Donyatt Recreation Area: Nothing to report.
- e)

Actions:

Clerk to contact Ilminster TC & SCC re funding for SIDS.

Cllr McKenzie — continue to seek further information regarding Flood Resilience fund/wardens

Clerk to contact Unity Bank after Council approval of minutes

Clerk — issue notices for Annual Meetings in accordance with legislation.

Cllr D Light — compiling list of volunteers to maintain/inspect footpaths.

Cllr Attlesey — arrange for graffiti removal at Donyatt Holt and Cold Harbour Bridge

Clerk — enquire regarding ownership of Donyatt Recreation Area and possible transfer of ownership.

A formal welcome was made to Mr. Steven Payne following his co-option onto the Council.

The meeting closed at 21.32hrs.

The next meeting, which is the Annual General Parish Council meeting will be held on the 1st May 2024 @ 19.30hrs.

South West of Canal Way Development Liaison Group

Terms of Reference

DRAFT v08 240228

Purpose and objective

The purpose of the Group is for parties interested in Persimmon's proposed planning application on land South West of Canal Way, Ilminster, Somerset to liaise and achieve the optimum outcome from this residential development for all stakeholders and the future owner/occupiers of the new residential dwellings and development area. Stakeholders include Persimmon, Somerset and its community, Ilminster and its community and Donyatt and its community.

Key areas of interest in the development South West of Canal Way

Key areas of interest in the development include:

- Access
- Amenities
 - Sports facilities
 - Cycling, running, walking facilities
- Environment and climate change:
 - Biodiversity gain
 - Change from agricultural land use
 - Fallow land
 - Habitat, flora and fauna
 - Phosphate mitigation
- Flooding and drainage
- Maintenance - incorporating lessons learnt from previous Persimmon developments in Ilminster, including:
 - Pre-adoption
 - Post-adoption
- Minimising disruption to Ilminster and Donyatt throughout all stages of the development
- Parking.

Group membership

Membership of the Group includes representatives from each of the following and/or their sub-groups:

- Persimmon Homes
- Somerset Council - South Planning Office
- Somerset Council - Ilminster Division
- Ilminster Town Council
- Donyatt Parish Council
- Ilminster Neighbourhood Plan
- Canal Way Action Group
- Green Ilminster
- Relevant others to be identified.

From time to time. wider public liaison may be required.

South West of Canal Way Development Liaison Group

Terms of Reference

DRAFT v08 240228

Way of working

To achieve the shared purpose and objective of the Group, a collaborative approach will be required. This includes positive behaviour, the sharing of information, resolving and/or seeking opportunities from identified issues. Regular meetings will provide a forum for the Group to voice ideas and issues arising from the proposed planning application and as required, for Persimmon to provide feedback.

Meetings

The Group will meet formally at least once a month, at the SW Canal Way Development Liaison Group Monthly Meeting.

Each monthly meeting will have an agenda and minutes will be taken. The agenda and minutes will be distributed to relevant parties by email. The agenda will be distributed three working days prior to each monthly meeting and the minutes within three working days after each meeting. The minutes from the previous meeting will be approved at the next meeting.

Reports

A monthly report will be generated by agreed parties of the Group, to capture progress of the development and actions arising, including key areas of interest and other relevant areas which may arise.

The monthly report will be distributed to relevant parties by email, three working days prior to each monthly meeting along with the agenda. Therefore, contributors are required to provide their updates six working days prior to each monthly minuting, for inclusion in the report in a timely manner.

Storing documents

All Group documents will be centrally stored in accordance with General Data Protection Regulation (GDPR).

Mendip Local Plan Part II (Sites and Policies) Limited Update

**Planning and Compulsory Purchase Act 2004 (as amended)
Regulation 18 of the Town and Country Planning (Local Development)
(England) Regulations 2004 (as amended)**

Notice of Regulation 18 Consultation

Notice is given in accordance with the above Regulations that Somerset Council is consulting on a Limited Update to the adopted Mendip Local Plan Part II (Sites and Policies) between **Wednesday 28th February and Friday 12th April 2024**.

Following a statutory review (Judicial Review) judgement upheld on 16th December 2022, Mendip Council was subject to a High Court Order to strike out and re-consider five housing sites in the Part II Plan totalling just over 505 dwellings. Following a district-wide review, comments are invited on proposed housing allocations in the former Mendip area which will provide 500 dwellings by 2029.

No other changes are proposed to the adopted Mendip Local Plan Part II.

Consultation Documents

Comments are invited on the following documents and supporting information:

- Proposed Site Allocations (consultation report) and summary of site options**
- Sustainability Appraisal (SA) and SA findings for towns** and villages**
- Sustainability Appraisal Scoping Report
- Habitat Regulations Assessment Report (v4 January 2024)
- Site and settlement assessments for towns and groups of villages**

**published as separate documents

Where to find the Consultation Documents

Copies of the Consultation Report and links to associated documents are available to view on:

- The Somerset Council consultation portal - [Somerset Council - Citizen Space](#)
- The 'Adopted Local Plans' page of the Somerset Council website - [Adopted Local Plans \(somerset.gov.uk\)](#) - select option for Mendip (East)
- At the Customer Service Point in the Council Offices (Shape Mendip), Cannards Grave Road, Shepton Mallet, BA4 5BT (open Monday-Friday from 8.30am-5pm)
- At the Customer Access Points (please check the Council's website, or contact 0300 123 2224, for locations, opening times and directions).

A hard copy of the consultation material is available to view at the Customer Service Point in Shepton Mallet (and also on request). Documents can be viewed online, with assistance from staff, at the Customer Access Points in Frome, Glastonbury, Wells, Street and Shepton Mallet.

Responding to the Consultation

Responses should be made online using the response form on the Consultation Portal ([Somerset Council - Citizen Space](#)) or:

- **By email to:** planningpolicyeast@somerset.gov.uk
- **By post to:** Planning Policy, Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT

The deadline for responses is 5pm on Friday 12th April 2024.

Further Information

For further information or advice, please email planningpolicyeast@somerset.gov.uk or call 0300 123 2224.

Next Steps

Responses will be considered by Somerset Council in preparing finalised proposals for Publication and Submission to the Planning Inspectorate for examination. This Limited Update is subject to timescales agreed by the High Court which require publication of final proposals (Regulation 19) for representations by 30th June 2024 and submission of the Limited Update by 30th September 2024. This update is separate from Somerset Council bringing forward a new development plan for the whole unitary authority area.

Parish/Town Council Notification

19 February 2024

Dear Sir/Madam

Proposal: Prior Approval Notification for the change of use of an agricultural building into 2no dwellinghouses

Location: Sea Mills Farm Greenway Dowlsh Ford Ilminster Somerset TA19 0SF

Applicant: Mr And Mrs N Charles

Application Type : Prior Approval from Agri to dwellings

Application Number: 24/00425/PAMB

The Council has received the above application and the documents are available on the website : [Planning Search \(somerset.gov.uk\)](http://PlanningSearch(somerset.gov.uk))

This is a **notification only** and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

The application is being dealt with by Trudy Gallagher (Specialist) who can be contacted by email at trudy.gallagher@somerset.gov.uk or by telephone on Tel No: 01935 462580

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

Your response should be returned by email to (email address) . Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Yours sincerely

Trudy Gallagher (Specialist)
Planning Team South
Somerset Council



Good afternoon,

I am writing to let you know that we will soon start timber harvesting work at Thurlbear Woods, where we will be thinning trees.

We expect to start working around 15th March 2024 for approximately 6 - 8 weeks.

I wanted to let you know about what is happening in the forest. Much of Thurlbear is classified as a Plantation on Ancient Woodland Site (PAWS) which means that we are gradually managing it back to the way it would have been several hundred years ago. We will manage the forest to help native broadleaf species such as oak and birch to regenerate naturally.

We are thinning across a large area of the woodland. This means removing selective trees for timber products. This gives the remaining trees more light and space to grow to their full potential. It also lets more light onto the forest floor which helps the flora. This is part of our long-term sustainable management of Thurlbear. We are working at this time of year to also protect the soil composition.

The woodland to the south of the area leased by the Somerset wildlife trust will be closed, as well as the public rights of way (please see attached map). Access from the north and northeast of the woodland will be unaffected. Please follow all signs and instructions at all times. These are for your safety, whether or not you can see or hear us working. This will help us to finish working as quickly as possible.

Forestry work is very hazardous. A falling tree can weigh several tonnes and hit the ground at nearly 60mph. If a harvesting machine chainsaw snaps, it can fly through the forest like a bullet.

Before we start any forestry work, we conduct thorough ecological surveys to check for species such as birds, mammals, rodents, invertebrates, flora, and fungi. We consider these findings against complex factors including tree health, how the ground slopes, soil condition, and likely rainfall when planning work that will support our long-term management plan. Thurlbear has good bat and dormouse habitat. We are working in early spring to be least disruptive to breeding wildlife.

We understand that residents may not be familiar with sustainable forest management, and we are keen to explain how this planned work supports the long-term health and resilience of the forest. Our climate is changing, bringing new threats to our trees, and we need to build resilience within our forests. With this in mind, we are already planning how we will restock the area with a diverse range of tree species that will thrive in the climate conditions we expect in 2050 and beyond.

You can read our full forest plan for Thurlbear online at [Blackdown Hills Forest Plan | Forestry England](#)

I have attached a map to explain where we will be working. In areas highlighted **yellow** we will be conducting routine thinning to maintain the health and quality of the trees.

I would be grateful if you would be able to share this information through your news channels.

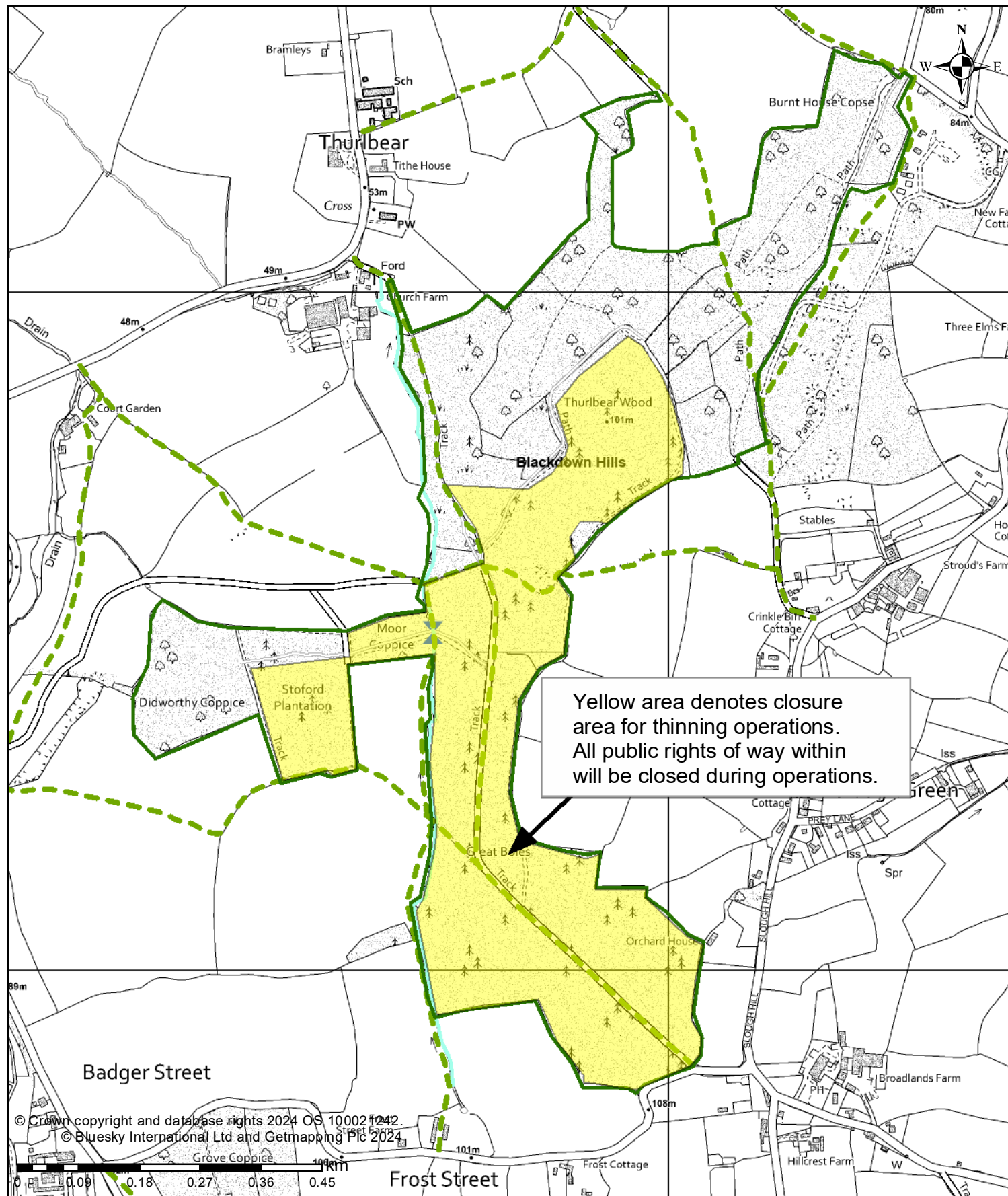
Please let me know if I can help by providing any more information or a short newsletter article.

Please don't hesitate to contact me if you have any questions or refer queries from local residents to westengland@forestryengland.uk.

If you have any questions about this work, please contact me via the details above.

Kind regards,
Chris.

Chris Goode (he/him)
Community Ranger



Title: **Thulbear woods thinning 2024**

Date: 16 February 2024

Author: Chris Goode

Scale @ A4: 1:7,500



Forestry England
 forests and woodlands
 have been certified in
 accordance with the UK
 Woodland Assurance
 Standard (UKWAS)



Blocks

□ Blocks

Public Rights of Way (Eng.)

— Public Rights of Way (Eng.)

Watercourses

— Watercourses

Forest Roads

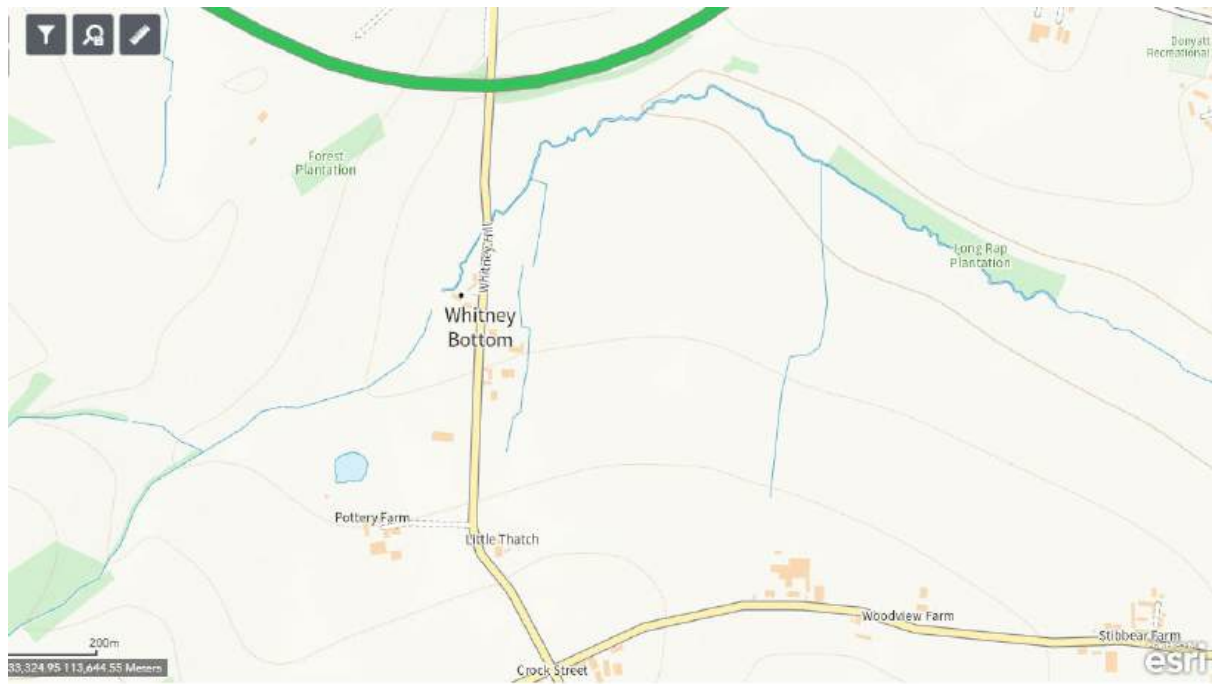
— Forest Roads

Rides

— Rides

Culverts

✕ Culverts



Mrs Kim Larsson (Donyatt P.C.)

Clerk.donyattpc@gmail.com

Date: 16 February 2024

Our Ref: **24/00263/FUL**

Trudy Gallagher (Specialist)

Email: trudy.gallagher@somerset.gov.uk
01935 462580

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Mrs Kim Larsson (Donyatt P.C.)

Proposal: Proposed demolition of an existing agricultural building and the change of use, conversion and extension of another agricultural building to a single dwelling with garage, store and garden curtilage

Location: Willow Farm Whitney Hill Horton Ilminster Somerset TA19 0SJ

Applicant: Mr R Warner

Application Type : Full Application

Application Number: 24/00263/FUL

The Council has received the above application and the documents are available on the website, [Planning Search \(somerset.gov.uk\)](http://PlanningSearch.somerset.gov.uk)

Comments are welcome by **8 March 2024**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

The application is being dealt with by Trudy Gallagher (Specialist) who can be contacted by email at trudy.gallagher@somerset.gov.uk or by telephone on Tel No: 01935 462580

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Trudy Gallagher (Specialist)
Planning Team South
Somerset Council

Wilberforce House, Station Road
LONDON
NW4 4QE - United Kingdom
Phone: +442039360920
Email: sales@elancity.co.uk

Delivery address :
DONYATT PARISH COUNCIL
NORTHAY HOUSE
NORTHAY
CHARD
TA20 3DN - United Kingdom

Billing address :
DONYATT PARISH COUNCIL
NORTHAY HOUSE
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CHARD
TA20 3DN - United Kingdom

**DONYATT PARISH COUNCIL
NORTHAY HOUSE
NORTHAY
CHARD
TA20 3DN - United Kingdom**

Tel. : +441460234770

Quotation N° SO-UK04052

Your Reference	Quotation Date	Contact	Payment Terms
	18/01/2024	Hugo BARR	30 Net Days

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[EPRA0162AA] GB[AS-BT] RADAR SPEED SIGN EVOLIS VISION - SOLAR VERSION - USB/BLEETOOTH Radar Speed Sign Evolis VISION SOLAR ready to install including: - Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function), - Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed. ----- - 2mm Polycarbonate front panel screen-printed "YOUR SPEED" - Integrated solar power regulator - USB and BLEETOOTH LE (Low Energy) connection - Upgradable to 3G/4G (optional) - BI-DIRECTIONAL traffic STATISTICS, - Software provided for PC and Smartphone, - Mounting kit included (excluding clamps), - 2-year warranty on parts, labor and return to factory (return shipping included).	1,00 Unit(s)	2250,00	0,00	2250,00	£ 2250,00
[EACC0041AA] 100W Solar Panel & mounting kit	1,00 Unit(s)	394,23	100,00	0.00	£ 0,00
[EACC0046AB] Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A)	2,00 Unit(s)	64,96	100,00	0.00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
Total discount HT:					£ 524,15
Total excl. VAT:					£ 2339,99
Taxes (20%):					£ 468,00
Total :					£ 2807,99

ELANCITY-UK

Wilberforce House, Station Road
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price

Valid for agreement
(Stamp, Signature and Date)

Date / Signature / Name

GENERAL TERMS AND CONDITIONS OF SALE OF THE COMPANY ELAN CITE S.A.S.

Applicable as of 01/07/2022

Article 1

Scope

These general terms and conditions of sale (GTC) apply to all sales of products of the supplier (the company Elan City, Wilberforce House, Station Road, LONDON NW4 4QE), in the absence of specific written agreement of the parties prior to the order. Consequently, any order for products implies the customer's unconditional acceptance of these GTC, that prevail over any other document of the buyer, and notably over any general terms and conditions of purchase.

Any document other than these general terms and conditions of sale and notably catalogues, prospectuses, advertisements, notices, only has an informative and indicative value, not contractual.

Article 2

Order delivery and Product reception

To be binding on the supplier, the purchase order must be expressly accepted within 1 week of its receipt, or not expressly rejected. Orders sent to the supplier are irrevocable for the customer, in the absence of written acceptance from the supplier.

Unless otherwise agreed, delivery times are indicative, and the supplier shall not be liable for any delay in delivery of the Products that is caused by an event, circumstance or cause beyond a party's reasonable control, or the customer's failure to provide the supplier with adequate delivery instructions or any other instructions that are relevant to the supply of the Products. Penalty clauses included in the commercial documents of our customers are

not enforceable against the supplier.

The transfer of ownership occurs only after full payment of the price by the buyer, regardless of the delivery date.

The transfer of risks of the supplier's products shall occur at the point the carrier takes possession of the Products.

The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 are, to the fullest extent permitted by law, excluded from the contract.

Without prejudice to the measures to be taken by the customer with respect to the carrier, in case of apparent defects or missing items, any complaint, whatever its nature, relating to the delivered products will be accepted by the supplier only if made in writing, by registered letter with acknowledgement of receipt, within three (3) days of the delivery.

The buyer must provide all justifications of the reality of the identified defects or shortages.

The customer may not return goods without the express prior written agreement of the supplier, notably obtained by e-mail.

Return costs will be charged to the supplier only if the latter or its representative confirms the apparent defect or missing items.

When the supplier or its agent confirms the apparent defect or missing item(s) after verification, the customer may only request from the supplier a replacement of the non-conforming items and/or delivery of the missing items, at the expense of the latter, without the customer

being entitled to claim any compensation of any kind or cancellation of the order.

The customer's unconditional acceptance of the Products covers any visible defects and/or shortages.

Any reservation must be confirmed in accordance with the above conditions.

A complaint by the buyer under the conditions and according to the methods described in this article does not suspend the customer's payment for the goods in question.

The supplier can in no way be held liable for acts occurring during transport, or in case of destruction, damage, loss or theft, even if it had chosen the carrier.

For the avoidance of doubt, nothing in the contract limits any liability which cannot legally be limited, including liability for:

- a) death or personal injury caused by negligence;
- b) fraud or fraudulent misrepresentation; and
- c) breach of the terms implied by section 12 of the Sale of Goods Act 1979.

The customer is responsible for installing the products.

The correct operation of the Products must be verified within 5 working days. This is to avoid delayed payment in case of malfunction caused by transport and not visible when unpacking. Payment may not be delayed in case of testing and identification of a malfunction after this period of 5 working days.

Article 3

Prices and payment terms

Our prices are calculated net, without discount, and payable according to the terms defined in the order.

If the customer fails to make a payment due to the supplier under the contract by the due date, then, without limiting the supplier's remedies under the contract, the customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this Article 3 will accrue each day at the rate provided in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. The debt will also be increased, if necessary, by recovery costs at the customer's expense equal to a minimum of £35, with the application of additional compensation in the event that legal services are required.

The supplier retains ownership of the sold Products until the actual payment of the entire price in principal and accessories.

Non-payment, even partial, of any amount on its due date may lead to repossession of the Products. In case of a claim, the sale will be terminated by operation of the law. The customer shall return any unpaid Products at its own expense and risk, after receiving a formal notice by registered letter with acknowledgement of receipt. The repossession of the products by the supplier is not exclusive of any other legal avenues available to the latter.

It is strictly forbidden for the Customer to give as guarantee or pledge or to grant any other security on the Products under reservation of ownership.

Article 4

Product Conformity - Guarantee

Under the guarantee for hidden defects, the Supplier shall be liable only to replace defective

products at no cost, with the Customer not being entitled to claim any damages whatsoever.

The supplier guarantees its products against hidden defects, in accordance with the law, customs, case law, and under the following conditions:

- the guarantee applies only to products that have become the property of the buyer;
- it only applies to products that are entirely manufactured by the supplier;
- it does not apply if our products are used under unintended conditions of use or performance.

In addition to the legal guarantee against hidden defects, our Products (except for batteries guaranteed for 6 months) benefit from a commercial guarantee of 24 months including parts and labour from the **shipment date**. In case of observed malfunction, Elan Cité will, by telephone, perform the usual verifications with the customer: power supply, software configuration... The removal, installation and repackaging of the equipment remain the responsibility of the customer.

If the malfunction is proven, it is covered by the guarantee. We ask you to repackage the equipment **in its original box and packing**. We will then collect the equipment (entirely at the expense of Elan Cité) for a workshop repair and a return of the equipment, again at the expense of Elan Cité.

If the original box was not kept, we can send you a new one. This will then be at the customer's expense.

Should no product failure be discovered, a flat fee will be charged to the customer, including round trip transportation and labour related to the verification of the equipment.

The guarantee does not apply to accidents of external origin affecting the equipment itself: vandalism, fire, fall, connection error..., or when the damage is

due to inappropriate handling or storage.

Any defect or fault recognised after contradictory examination only obliges Elan Cité to replace, free of charge, the Products recognised as defective, thereby excluding any indirect damage, operating loss or additional harm.

Article 5

Power supply by solar panel of the radar speed signs: Elan Cité Manufacturer's guarantee of autonomy

The low consumption of the devices guarantees the overall autonomy of the system even in winter.

In case of failure, Elan Cité will take back and provide reimbursement for the solar panel. This guarantee will not apply in the following cases: bad orientation of the solar panel, bad choice of installation generating shadows on the solar panel, non-regulatory use of the radar speed sign, use of batteries other than those provided by Elan Cité (special solar batteries), obsolescence of the batteries.

Power supply by public lighting grid of the radar speed signs and of the Electronic Information Displays

Elan Cité will not be held liable under the guarantee or under its responsibility if the duration of public lighting is not sufficient to power the Product and guarantee its autonomy.

For devices powered by electrical grids (public or permanent lighting), Elan Cité provides a male/female plug to facilitate the connection. However, the reliability of the connection is the sole responsibility of the customer

Any question relating to these general terms and conditions of sale as well as to the sales governed by them, that is not addressed by these contractual provisions, will be governed by French law to the exclusion of any other law, and as a supplementary measure, by the Vienna Convention on the international sale of goods.

In case of dispute concerning these general terms and conditions of sale as well as the sales governed by them, competence is attributed to the commercial court of NANTES, in the absence of a contrary provision of public order.

(IDU n°: FR028499_05O5SM)

INFORMATION - SIGNATURE - STAMP

Delivery address

Site name:

Address:

Post code: CITY:

Delivery schedule : (mandatory in case of equipment purchase)

Monday to Friday: to

Closing days:

Contact

Name :

Tel.:

E-mail address of@.....

Specific information

.....

The signatory declares having the capacity to represent and bind the buyer.

S/he declares having reviewed and validated these general terms and conditions of sale.

Drafted in On

First name Surname :

Function:

Signature

Invoice



Invoice number 40UD040-0002
Date of issue February 20, 2024
Date due March 21, 2024

Parish Online
PO Box 6987
Basingstoke
RG24 4HQ
United Kingdom
+44 1256 364273
support@parish-online.co.uk

Bill to
Donyatt
clerk.donyattpc@gmail.com

£48.00 due March 21, 2024

[Pay online](#)

Alternative payment methods:

BANK TRANSFER
Name: Geosphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

CHEQUE
Please make cheques payable to 'Geosphere Ltd' and post to 'Geosphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.

VAT Number: GB296312096.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Feb 20, 2024 – Feb 20, 2025	1	£50.00	20% (on £40.00)	£50.00
Subtotal				£50.00
Complimentary Discount (20% off)				-£10.00
Total excluding tax				£40.00
Tax (20% on £40.00)				£8.00
Total				£48.00
Amount due				£48.00

Our VAT Number: GB296312096.

Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk



Zannette Bougourd
9 Redgate Park
Crewkerne
Somerset
18A7NL

Invoice

Invoice No	MEM248376-1
Invoice Date	20/02/2024
Account Ref	1011822

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Joining Fee: Zannette Bougourd (1011822)	£8.00	£8.00	0.00	£0.00
1	Membership Fee: Zannette Bougourd (1011822) Due:20/02/2024	£105.00	£105.00	0.00	£0.00

Total Net Amount	113.00
Total Tax Amount	£0.00
Invoice Total	£113.00

Payment Due: 20/03/2024

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459

SLCC Enterprises
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



Zannette Bougourd
9 Redgate Park
Crewkerne
Somerset
18A7NL

Invoice

Invoice No	BK215008-1
Invoice Date	21/02/2024
Account Ref	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	New Clerk Series 1 of 5 (5th March 2024) - Zannette Bougourd - Event Fee	£20.00	£20.00	20.00	£4.00

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	20.00
Total Tax Amount	£4.00
Invoice Total	£24.00

Payment Due: 21/03/2024

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Order date	Product name	Name	Length	Subtotal amount	Tax amount	Order total	Email
2024-02-07T11:44:32.000Z	Websites + Marketing Basic	donyattpc.co.uk	1 Year	83.88	16.78	100.66	clerk.donyattpc@
2024-02-07T11:44:32.000Z	Microsoft 365 Email Essentials Free Trial	clerk@donyattpc.co.uk	1 Year	0	0	0	clerk.donyattpc@
2024-01-23T16:39:00.000Z	.UK (.CO.UK) Domain Registration	donyattpc.co.uk	2 Year	16.98	3.39	20.37	clerk.donyattpc@
2024-01-23T16:39:00.000Z	Full Domain Protection	donyattpc.co.uk	2 Year	15.98	3.2	19.18	clerk.donyattpc@
2024-01-23T16:39:00.000Z	Microsoft 365 Email Essentials	clerk@donyattpc.co.uk	1 Year	23.88	4.78	28.66	clerk.donyattpc@
					Total	168.87	

SC & PDPC drain inspection February 2024

I met with Derek Davies yesterday and walked the entire A358 through Donyatt to Stibbear Lane. Here is the result of our discussions and observations.

1) A358 Around Donyatt Village Hall and the Bridge:

The drains were jetted in 2021 prior to the resurfacing in 2022 and were working well outside DVH during the last period of rain. The outflow pipe over the river on the other side of the road is clear. The surface of the pavement between the end of Crow Lane and the Donyatt end of the bridge will be redone, this will include replacement kerbs where these are missing.

The lump of concrete/tarmac that intrudes into the pavement making it too narrow for disabled users just above the village hall will be removed providing, on inspection, that it does not form any part of house foundations. This will be put forward as a scheme for the 25/26 financial year.

Consideration will be given to avoid surface water build-up on the road surface on top of the bridge, the 'kerbs' atop the bridge are not the normal width kerb edges and are in fact part of the solid concrete structure of the bridge.

Therefore, for example, drilling holes through them to allow water to flow down into the river is not practicable or safe for the structure of the bridge.

The build up of soil and vegetation along this edge will be cleared. Streetscene to be informed and asked to clear this.

The side drain outside 'Kingfishers' has been cleared and the outfall in the river was checked and cleared. Patching works to be carried out to remove the small area of ponding outside this property.

2) A358 Pound Corner / Donyatt Hill / Cheshays Hill:

The drains in this area were all jetted in 2021 prior to the resurfacing in 2022 and should be working. The collapsed drain halfway down Donyatt Hill was repaired in recent weeks.

The steepness of the hill will, in periods of very heavy rain, cause the drains to flow upwards onto the road as the system will not be able to cope with the volume of water however much jetting has been done.

The drain outside Squirrels nest has now been jetted (20.11.23), it was done after and separately to the other drains in the road.

The drain above Squirrels Nest, at the end of the row of cottages has not been jetted as the overgrowth of the hedge, which is the responsibility of the landowner, does not allow enough height for the jetting or gully cleaning equipment to operate.

Donyatt Parish Council will speak to the landowner.

Surface damage to the road on Pound Corner has been repaired.

The need for the rumble-strips in these areas has been passed to Rebecca Vaughan at Traffic Management for remedial action.

The road markings around the Bus Stop area also need replacing. R.V. to be informed.

The street lighting we have currently will not be improved due to shortage of funds at SC.

3) A358 from The Bridge to Thatchers Pond and Pond Farm:

The four drains in the lay-by between the bridge and Thatchers Pond were all jetted on 20.11.23 and 29.1.24 following several periods of heavy rain and flooding.

The drains on both sides of the A358 between the bridge and Pond Farm were also jetted at the same time.

The lay-by is in serious need of remedial work and resurfacing which is in the 2024/25 plans. In the meantime the potholes will be inspected and repaired as required.

4) A358 from Pond Farm/Knight Electrical up to and including Stibbear Lane:

All drains in this area were jetted on 20.22.23 and 29.1.24 following several periods of heavy rain and flooding.

The drainage pit on the left of the A358 going towards Chard by the last 40mph/National Speed Limit sign is the subject of a CCTV survey to understand what the cause of the blockage within the pipeline is and its exact location so repairs can be undertaken in 24/25 financial year, the roadside drain/manhole itself requires a new cover to prevent it from falling into the chamber. The route from this drain to the River Isle and the location of the outfall into the river is uncertain and will also be the subject of a CCTV survey and GPR if required.

The failure of landowners, on the upward side of the A358 to keep field ditches clear, is exacerbating the surface water problem in this area.

As land on County Farms, adjacent to public highways, belongs to Somerset Council, is there not a responsibility for SC to enforce landowners to keep ditches clear? This will need to be investigated.

Stibbear Lane - the drains from Stibbear Farm to the A358 were jetted on 20.11.23 and 29.1.24.

Work still to be done along Stibbear Lane, this includes the replacement/improvement of drain covers, clearing the verges on both sides of the lane and work on ditches and sinks, all planned within the 2024/25 work schedule, the cut-off drains at the bottom of Stibbear Lane will not go ahead at this time as it is believed once the planned repair/improvement works have been completed and the outfall pipe repaired the system will work well.

Derek agreed to go through the plans / design for this work with us and the 2024/25 schedule of works when in place.

Regards
David

Via email to:
All City, Town, and Parish Councils

All enquiries email:
devolution@somerset.gov.uk

Date: 27 February 2024

Dear Colleagues

Highway Maintenance Devolution - Options for local enhancement to routine highways maintenance services

Further to letters issued last year by the Leader of the council I am pleased to outline the options available to localities to enhance the level of highway service in their area; providing contact details to express an interest in the various initiatives which will become available over the next few months.

Following extensive budget consultation and Scrutiny process, the Council's Executive Board heard concerns about the potential impact of options for savings in highway services and agreed that localities need time to develop arrangements for any enhanced local delivery.

The proposed highway savings were scaled back to around £200k which is a reduction of about 15% in terms of what we spend on grass cutting, gully emptying, hedge trimming and treating noxious weeds.

The saving will not come into force until April 2025 to give time for local agreements to be reached.

Our services

Somerset Council is responsible for maintaining around 6,700km of carriageway and 2,600km of walkable footways across Somerset. We have a broad responsibility to ensure the network is maintained and safe and we aim to make sure we undertake timely repairs in line with our published policies on inspecting and maintaining the highway.

You can access these here: www.somerset.gov.uk/roads-travel-and-parking/highway-safety-inspections/

We spend in excess of £30m capital per year on maintaining the structure of the highway, through planned programmes such as re-surfacing, patching and reconstruction, and through reactive repairs to safety defects such as potholes.

We also have programmes for repair and renewal of aging assets such as street lighting, traffic signals and maintaining, repairing, and strengthening structures such as bridges, culverts and retaining walls.

This type of work is usually funded through our capital grants from Government.

We also operate area highways offices and undertake routine planned maintenance to keep people safe on our networks, such as cutting the grass for improved visibility, the emptying of gullies to prevent flooding, jetting drains, treating noxious weeds, and ensuring any signs and lines related to highway safety, are legible.

We currently spend about £4.7m on this type of activity (excluding winter and emergency service, rights of way and highway lighting).

As these are 'services' rather than construction works, they are typically funded from Council Tax.

Some of this work is 'planned maintenance' and is scheduled in each year (such as grass cutting and gully emptying), and some of the work is undertaken reactively, in response to issues being identified by our inspectors or the public (such as blocked drains).

Planned maintenance (explained)

We operate a planned maintenance programme for cleaning highway surface water drains on all the roads we maintain. How often we do this depends on where they are (the classification of the road) and the relative risk of flooding.

- Gullies in flood susceptible areas will be cleaned every year
- Gullies in rural non-flood susceptible areas (outside a 30mph or 40mph speed limit) will be cleaned every two years
- Gullies in urban non-flood susceptible areas (inside a 30 or 40mph speed limit) will be cleaned every four years

Another planned maintenance activity is cutting certain areas of grass on the A and B roads which we do twice a year at agreed locations where long grass would otherwise cause safety issues such as lack of visibility of oncoming traffic.

The planned programme is reviewed and adjusted each year to respond to the changing nature of risk and flooding on the county's road network.

Reactive maintenance (explained)

In addition to our planned maintenance programmes, we also currently budget for reactive work which is where issues (such as blocked drains or overgrown hedges) are identified by our inspectors or reported to us by communities. Where defects or flooding are identified, outside the planned programmes, these will be dealt with as necessary.

Changes arising from the recent budget setting process

As part of our response to the financial emergency, the highways service plans to reduce our budget for reactive maintenance activity such as hedge trimming, gully emptying, drain jetting and treating noxious weeds.

The budget will reduce from April 2025. We will still undertake our planned programmes but will have less funding to react to issues as they arise.

Although please note that we will always address those issues which present an immediate safety hazard.

Changes to Highway Maintenance Services				
Highway Maintenance Activity	23/24	24/25	25/26	Status
Maintenance of structures such as bridges and retaining walls	✓	✓	✓	Continuing unchanged
Road and footpath patching, resurfacing and surface dressing	✓	✓	✓	Continuing unchanged
Repairing safety defects such as potholes.	✓	✓	✓	Continuing unchanged
Planned grass cutting programme	✓	✓	✓	Continuing unchanged
Planned gully emptying programme	✓	✓	✓	Continuing unchanged
Replenishment of grit bins when notified they are empty	✓	✓	✓	Continuing unchanged
Reactive response to blocked gullies, drains and ditches.	✓	✓	Reducing	Budget reducing from April 2025. Urgent safety-related issues will still be dealt with.
Reactive response to overgrown hedges	✓	✓	Reducing	
Reactive response to presence of noxious weeds	✓	✓	Reducing	
Local delivery options such as highway steward, self-delivery, and parish price list.	Not available	Available from summer 2024	✓	Aiming for as wide a take-up as possible by 25/26.

We would like to work with our City, Town, and Parish Councils during the coming few months to get ready for this change in our services and enable you to consider providing an enhanced level of service in your locality, either through undertaking or ordering certain agreed types of works yourselves, or through buying-back an agreed level of service.

Initiatives Available

We are putting in place a range of measures which will enable enhanced local delivery and would like to establish as many local arrangements as possible prior to budgets reducing in 25/26.

Highways Steward

This is a skilled operative in a branded vehicle, who visits parishes and towns to a defined works programme, with priorities determined by the City, Town and Parish but is also empowered to undertake ad-hoc works when identified.

They would not undertake statutory safety related work such as repairing potholes or dealing with damaged regulatory signs etc. which would still be undertaken by Somerset Council, however they will be able to identify this type of issue and ensure action is taken through the appropriate channels.

They would be able to undertake activity such as verge maintenance, highway surface water drainage maintenance, weed removal, sign cleaning and cutting back vegetation.

A Highways Steward can be supplied by the Council's highways contractor Kier Transportation subject to the locality confirming funding to cover the cost annually.

A single Highways Steward with a vehicle, all tools and equipment, costs £50,000 per annum.

There is potential for local councils across Somerset to buy into this service, which would bring the additional benefit of close links with the highways service and would address concerns about taking on health and safety and insurance obligations.

There is flexibility in how the service is commissioned; no minimum number of Stewards, and contracts can start from April 1st or at any time during the year.

The minimum contract length is one year, and each Steward needs to be fully funded to work in a workable geographic area.

It is possible for a parish to 'buy' one whole Steward for their individual parish, or to pool resources with a local cluster of parishes within an LCN area, or consider a full time or a half time Steward for their parish or cluster, sharing the other half with a neighbouring parish cluster or LCN area.

If you would like to register your interest in the Highways Steward scheme, please contact devolution@somerset.gov.uk placing '**Highways Steward**' in the subject line of your email. This will allow Somerset Council to sensibly gauge and co-ordinate interest across the county.

Local 'self-delivery'

A similar yet alternative scope of services to the Highways Steward scheme could be 'self-delivered' by localities, either through local suppliers commissioned by a Parish, or by Parish collaboration, or through a volunteer network.

Activities could include verge maintenance, drainage maintenance, weed removal, sign cleaning, vegetation clearance, tree and hedge cutting, minor repairs to non-regulatory signs etc.

Somerset Council is preparing a training package which will be available in the summer and enable people such as volunteers or locally skilled people to undertake agreed types of work safely in the vicinity of the highway with appropriate risk assessment.

People undertaking the work would need the correct insurance and Somerset Council will be able to provide advice on risk assessment, together with any permissions, licenses, traffic orders or temporary traffic signals needed.

If you'd like to learn more about this training, contact devolution@somerset.gov.uk placing **'Training'** in the subject line of your email.

Parish 'price list'

We are enabling City, Town, and Parish Councils to purchase highway maintenance services direct from our contractor Kier.

Our contractor is preparing a parish price list and an ordering process for this. The new Kier contract commences on 1 April 2024.

Please be patient as it will take a couple of months to mobilise and set up the relevant processes for the parish price list. We currently envisage the price list and ordering process being available from Summer 2024, and services can commence shortly after this.

If you would like to express an interest in buying services from the parish price list, then please contact devolution@somerset.gov.uk placing **'Price List'** in the subject line of your email.

‘Buying back’

There may be opportunities in the next City, Town and Parish precept round to raise funds and ‘buy back’ a level of service for a particular locality.

At present our budgets and programmes are planned on a countywide and area basis, so we recommend that localities wishing to buy back a level of service are better placed to do so in clusters.

It may be difficult for the Council to agree to a certain level of service for an isolated parish in a cost-effective way, due to the nature of how works are ordered, planned, and delivered.

We therefore recommend that parishes work together through their Local Community Networks (LCNs), preferably by setting up highways sub-groups, to discuss and agree any enhanced service delivery with our highway officers, (who can attend those sub-groups).

We have worked closely with Parish Councils through the Exmoor Pilot scheme to establish the value that highways sub-groups can have, and at the time of writing seven other LCNs have agreed to form such a group.

To ensure enhanced levels of service continue in your localities - over and above the basic offer – we will need our local Parishes to step forward and take on these tasks.

To assist you in your decision-making, we’ve set up dedicated pages on our website. Please take the time to explore the resources. Bookmark the link, and don’t forget to revisit it, as these pages are frequently updated.

You’ll find the information here: www.somerset.gov.uk/council-and-democracy/city-town-and-parish-councils/.

Finally, please be assured that Somerset Council will remain responsible for the ownership and safe operation and maintenance of the highway network in your locality. We will continue to discharge our duty of care within available funding levels and in accordance with our published policies.

Reporting highway issues

If you spot a specific highways risk that you want to report then the quickest way to report issues like this is through the 'report it' function on the Councils website. This enables operatives on the ground to be notified quickly and efficiently, and you can track the progress of reported issues.

The function is accessed here: www.somerset.gov.uk/roads-and-transport/report-a-problem-on-the-road/

Yours sincerely

A handwritten signature in black ink, appearing to read 'M O'Dowd-Jones', with a long horizontal flourish extending to the right.

Mike O'Dowd-Jones

Service Director Infrastructure and Transport



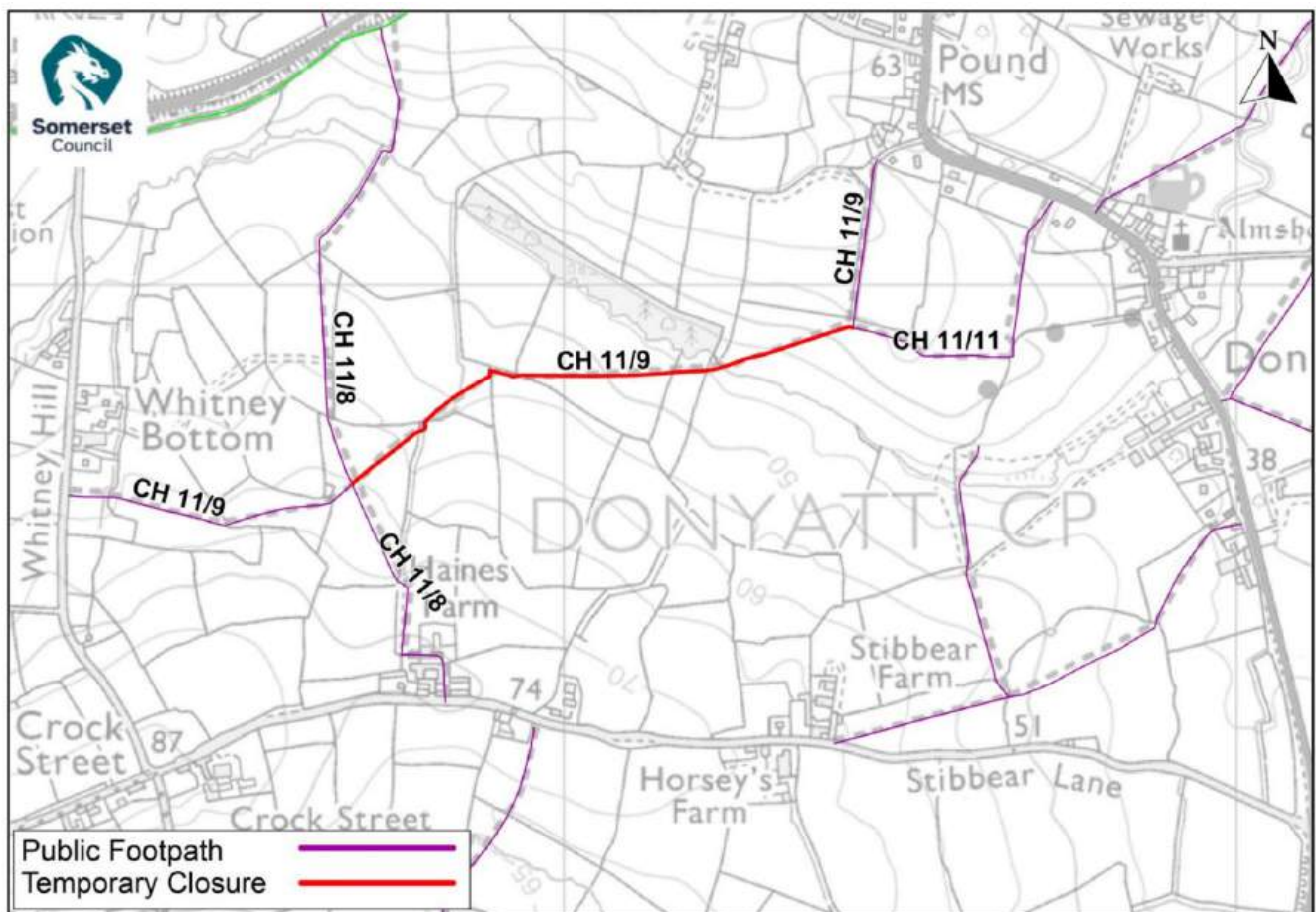
**SOMERSET COUNCIL
PARISH OF DONYATT
Temporary Closure of Footpath CH11/9**

TAKE NOTICE that in pursuance of Section 14(1) of the Road Traffic Regulations Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the Council of Somerset has made an Order prohibiting all traffic from proceeding along Public Footpath CH11/9 from its junction with CH11/11 along its length of approximately 815metres to its junction with CH11/18 due to the danger to the public caused by a rotten footbridge.

The Order became effective on 12th February 2024 and will remain in force for six months or until such time as the repair works have been carried out, whichever is sooner.

There is no alternative route available.

For information about the works being carried out please contact Somerset Council on 0300 123 2224



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DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Annual Meeting of the Parish Council on Friday 3rd May 2024 immediately following the Parish AGM in David Willis Room.



Clerk to the Council

AGENDA

1 ELECTION OF CHAIR OF THE PARISH COUNCIL

2 DECLARATION OF ACCEPTANCE BY THE CHAIR OF THE PARISH COUNCIL

3 ELECTION OF THE VICE-CHAIR OF THE PARISH COUNCIL

4 TO RECEIVE ANY APOLOGIES FOR ABSENCE

5 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS

6 PUBLIC QUESTION TIME INCLUDING COUNTY COUNCILLOR REPORTS

7 MINUTES OF THE MEETINGS HELD ON 8th MARCH 2023

To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website)

Matters arising/actions from last meeting:

- **Ilminster** – Canal Way development. Note minutes 14/03/2024,
- **Sea – traffic calming/speed limit update:** Update and approve £250.00 payment for data collection to SCC Traffic department.
- **Flood resilience fund** – Cllr McKenzie
- **D-Day arrangements:**
- **DPC banking arrangements.**
- **Speed Indicator Devices(SIDS)**
- **Parish volunteers** – Cllr D Light
- **Graffiti removal at Donyatt Halt**
- **DRAC** – establish ownership and possible transfer of ownership
- **D Day arrangements update.** Cllr K Light

8 FINANCIAL

- a. To certify the council as exempt from a limited assurance review
- b. To approve the Annual Governance Statement
- c. To Approve the Annual Accounting Statements
- d. To approve the financial statement up to 31/03/2024
- e. To approve payments requiring authorisation

9 TO REVIEW APPOINTMENTS AS REPRESENTATIVES ON OUTSIDE BODIES

10 Devolution of S.C services.

11 Clerk's contracted hours and remuneration.

12 DVH Defibrillator

13 Schedule of Policy reviews. To agree a rolling schedule of policy reviews.

14 CORRESPONDENCE TO BE NOTED:

- **2024 Chairmans report**
- **Letter re removal of post box/Peasmarsh**

15 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.
- Date, time and venue for the next meeting.

*Zannette Bougourd – Clerk to Donyatt Parish Council
clerk.donyattpc@gmail.com*

DONYATT PARISH COUNCIL.

Minutes of the Parish Council held on 13th March 2024 (postponed from 8th March due to illness) in the David Willis room @ 19.00hrs, Present: Cllr D Light, Cllr K Light, Cllr Porritt, Cllr McKenzie, Cllr M Grabham. Z Bougourd (Clerk).

24/20 APOLOGIES FOR ABSENCE: Cllr Attlesey.

24/21 DECLARATIONS OF INTEREST AND DISPENSATIONS: None

24/22 PUBLIC QUESTION TIME: No members of the public were present.

24/25 PARISH COUNCIL VACANCY

There is currently one vacancy on the council. An application has been received from Mr. Steven Payne. Councillors voted unanimously in favour of co-opting Mr Payne to the council, who duly signed the declaration of acceptance of office and was invited to join the meeting.

24/26 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2024.
Approved.

24/27 Matters arising:

- a) Ilminster — Canal Way development. Cllr D Light, on behalf of Donyatt Parish Council and residents, will attend a meeting in Ilminster on 14/3/24 of the South West of Canal Way Development Liaison Group.
- b) Sea —traffic calming/speed limit update: Cllr McKenzie reported that she had met with Ilminster TC and SCC representatives and received a positive response. Cllr McKenzie received further information immediately prior to the meeting, this was discussed; there is a requirement for an initial contribution of €250.00 for data collection. Due to the late notification of this financial request, this proposal will be ratified at the next DPC meeting. The process will involve drawing up a plan, SCC will produce this, and then forwarding it to relevant authorities including the Police. There will be an opportunity for Sea residents to comment, but a formal consultation is not required. There are several stages to complete before any actual signage is installed, but the speed reduction to 40mph through Sea has been approved and should be completed within 18 months. It was unanimously agreed to go ahead with this scheme, any further financial implications will be discussed at the appropriate time, Cllr McKenzie considered that local businesses may be able to contribute towards overall costs. The Council thanked Cllr Mc Kenzie for her work to date on this challenging project.
- c) D-Day arrangements: Cllr K Light reported that she had contacted Hoppy Mare mobile bar who were able to provide drinks for the event. Jimmy Attlesey can provide a mobile generator; Cllr K Light is liaising with DRAC for the use of a marquee and arranging for the grass on the recreation ground to be cut. The beacon will be lit at 21.15hrs, there is sufficient wood for this. Cllr K Light also hopes to engage a jazz band, Cllr McKenzie's partner may be able to provide

posters. John Grabham is arranging for a tug of war or It's a Knockout type activity. Phil King may be able to compere, a PA system is required, this is under discussion.

- d) DPC banking arrangements — see item 7
- e) Speed Indicator Devices(SIDS) . Cllr McKenzie noted that during her meeting with Ilminster regarding speed limits through Sea, it had been noted that there is a community fund which may be able to contribute towards the cost of purchasing and installing SIDS in Donyatt. It was noted that the current DPC insurance policy will only cover the units and any resulting replacements/issues if the units are installed by qualified installers.

24/28 FINANCIAL: It was noted that the year-end projection is slightly lower than expected. The clerk is now receiving bank statements from Natwest, but there has been a gap since September 2023 until February 2024 which made producing and projecting expenditure challenging.

The schedule of cheques was approved and signed. The payment for a SIDS unit was deleted in view of the above information.

It was noted that SCC had not provided any relevant information regarding withdrawal of services, any financial implications for the coming years 2024/5 are therefore currently unknown.

24/29 Planning:

- a) Sea Mills Ref: 24/00425/PAMB. Prior Approval Notification for the change of use of an agricultural building into 2 no dwellinghouses. Tabled and noted, no comment.
- b) Willow Farm, Whitney Hill: 24/00263/FUL. Proposed demolition of an existing agricultural building and the change of use, conversion and extension of another agricultural building to a single dwelling with garage, store and garden curtilage. Tabled and noted — no comment.
- c) Thurlbear Woods: Timber harvesting work at Thurlbear Woods. Tabled and noted — no comment.
- d) Earth bank/slurry lagoon at Greenway Lane, Combe St Nicholas. Cllr D Light had emailed SCC planning department, mirroring the concerns raised by Combe St Nicholas. Concerns include the location, potential environmental impact and necessity for this development.

24/30 Bank Accounts: Due to ongoing issues with current account holders Natwest, it was unanimously agreed to ratify the resolution noted in the Agenda: At the meeting held on the 13th March 2024 it was resolved to move all monies currently held with Natwest Bank plc to Unity Bank as soon as possible. The clerk was instructed to action this resolution.

24/31 Drainage and Flood prevention: The report from SCC was tabled and noted. Cllr D Light carried out site visits with Derek Davies from SCC and is awaiting a plan for Donyatt from Mr. Davies. Cllr McKenzie noted that there is a "flood

resilience fund" which may be used to engage flood resilience wardens. It was noted that a culvert on the A358 is partially collapsed — SCC are aware.

24/32 Road safety improvements through Sea — see item 24/7a.

24/33 Dates for:

- a) Annual Parish Meeting— 1st May 2024 @ 7pm in the Village Hall
- b) Annual Parish Council Meeting — 1st May 2024 @ 7.30pm in the David Willis Room.

24/34 Temporary closure of footpath CHII/Donyatt — tabled and noted, no comment.

24/35 DPC website — the Clerk demonstrated progress to date on the new website, Further updated will be provided when available. Cllrs were supportive of the progress to date.

24/36 Cllr updates:

- a) Highways — Cllr Porritt noted that SCC have yet to confirm their exact statutory obligations and service provision for the next financial year. No other matters of report.
- b) Footpaths — Cllr D Light — nothing of note, see item 24/34.
- c) Donyatt Village Hall: Cllr Porritt asked when the annual grant would be received. Historically this has been sent out after the precept has been received.
- d) Donyatt Recreation Area: Nothing to report.
- e)

Actions:

Clerk to contact Ilminster TC & SCC re funding for SIDS.

Cllr McKenzie — continue to seek further information regarding Flood Resilience fund/wardens

Clerk to contact Unity Bank after Council approval of minutes

Clerk — issue notices for Annual Meetings in accordance with legislation.

Cllr D Light — compiling list of volunteers to maintain/inspect footpaths.

Cllr Attlesey — arrange for graffiti removal at Donyatt Holt and Cold Harbour Bridge

Clerk — enquire regarding ownership of Donyatt Recreation Area and possible transfer of ownership.

A formal welcome was made to Mr. Steven Payne following his co-option onto the Council.

The meeting closed at 21.32hrs.

The next meeting, which is the Annual General Parish Council meeting will be held on the 1st May 2024 @ 19.30hrs.

Please see my monthly Councillor report.

Please feel free to contact me if you have any further queries.

Best wishes

Sue Osborne

Monthly Report for March 2024

2024/5 Council Budget: Somerset Council has voted through plans to set a budget for the coming financial year but received a stark warning of significant challenges in the years ahead.

LibDem Council Members unanimously agreed a range of measures to bridge a funding gap of £100m for 2024/25, including cost cuttings, increasing Council Tax by 5%, and using £36.8 millions of reserves (a council's equivalent of savings). The proposals also include a 'capitalisation direction' request of £36.9m – seeking permission from Government to borrow money or sell assets to pay for day-to-day running costs. Amid specific plans to cut costs and increase fees, around 1,200 jobs are expected to go at Somerset Council over the next three years equivalent to about a quarter of the workforce. As a result of the cuts some Town Councils have stepped in to save services (CCTV, public toilets etc) but this has resulted in a 179% council tax increase in Taunton, 90% in Yeovil and 164% in Bridgwater. Council papers are still predicting a further £103 million budget gap in 2025/26.

Gigafactory plans for Puriton site: Agratas, a new business within the Tata Group, has confirmed its plans to build a gigafactory producing EV batteries at the Gravity Smart Campus site in Puriton, near Bridgwater. A £4 billion investment, the factory will create up to 4,000 jobs and many more as part of the supply chain. It is envisioned that the plant will be operational in the second half of the decade, eventually producing 40GWh of battery cells annually, enough to supply approximately 500,000 passenger vehicles. Once fully operational, the factory is set to be Britain's biggest battery factory, and one of the largest in Europe. Over the next five years, Somerset Council plans to invest in the infrastructure, skills, site access and connectivity which will be paid for by the Business Rates generated by the factory once it is operational.

Under the surface exhibition: 'Under the Surface' is an exhibition of photographs by renowned Somerset-based photographer Matilda Temperley, reflecting on 10 years since the devastating floods of 2013-14. It is on display at Somerset Rural Life Museum, Glastonbury from Saturday 2 March to Sunday 19 May. Alongside the exhibition, a programme of events and activities will take place supported by Somerset Rivers Authority (SRA). These include family activities during the Easter Holidays, run in collaboration with the RSPCA and Somerset Wildlife Trust, where visitors can take part in climate-themed craft activities.

Healthy Somerset: A new website has been launched by Public Health to help people in Somerset lead a healthier life. The new site www.healthysomerset.co.uk – features health and wellbeing resources tailored to all age ranges – making it even easier for users to find the information and support they are looking for. The new refreshed layout of the site breaks down

DONYATT PARISH COUNCIL

ASSETS

The Council holds freehold land as Custodian Trustees for Donyatt Village Hall. The title documents are kept by Humphries Kirk LLP, 17 Market Square, Crewkerne TA18 7 JU.

OTHER ASSETS

DESCRIPTION	DATE PURCHASED	COST (ex. VAT)
Seat	May 1994	£174.25
Notice Board	May 2000	£206.00
Filing cabinet	March 2010.	£83.01
Grit Bins (2)	January 2011.	£195.00
Dog Bin	November 2011	£159.00

There were no assets disposed of during the year

NOTE G

THE CLERK IS DESIGNATED AS THE RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

THE PRESENT CLERK IS:

MRS H. BRYANT. MAAT, MILCM,

NORTHAY HOUSE,

NORTHAY,

CHARD.

TA20 3DN

DONYATT
PARISH COUNCIL
STANDING ORDERS

Adopted

On 12th September 2016. Min no 16/115
Tabled 9th May 2022 Min 22/46

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

As adopted at the Extraordinary Meeting held on the 14th June 2022

This Code is based on the Model supplied by the National Association of Local Councils and the Somerset Association of Local Councils

Some further guidance may be found on the Standing Orders adopted by the Council

Clerk to the Parish Council

Zannette Bougourd

Contact address:

9 Redgate Park

Crewkerne

Somerset

TA187NL

Tel 07471341433

Email: clerk.donyattpc@gmail.com

DONYATT PARISH COUNCIL

CODE OF CONDUCT

Adopted 14th June 2022 Agenda Item 7.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the

public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

7B Consideration of advice

As a councillor:

7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.

7B.2 I will give reasons for departing from the advice of the Responsible Finance Officer

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.**
- 8.2 I do not make trivial or malicious complaints against other councillors.**
- 8.3 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.**
- 8.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk or the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member, or your re-election or re-appointment to office, or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests asset out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	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 council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

* '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.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (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)
- of which you are a member or in a position of general control or management

Appendix C

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

As adopted at the Meeting held on 10TH September 2012.

This Code is based on the Model supplied by the National Association of Local Councils and the Somerset Association of Local Councils.

Some further guidance may be found in the Standing Orders adopted by the Council.

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Heather Bryant

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DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT Adopted 10TH September 2012.

Introduction

Pursuant to section 27 of the Localism Act 2011, Donyatt Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership set out in Appendix C.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. **Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in Appendices A and B.**
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register any interests in Appendices A (Disclosable Pecuniary Interests) and B (Other Interests).
8. **A member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.**
9. **A member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.**

Declaration of interests

10. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) the member shall not participate in a discussion or vote on the matter.** He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

11. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.**
12. Where a matter arises at a meeting which relates to an interest in Appendix B (other interests), the member shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B (other interests) if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter before withdrawing. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A (disclosable pecuniary interest) and B (other interests) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A – Disclosable Pecuniary Interest

A ‘disclosable pecuniary interest’ is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	Description
Employment, office, trade, profession or vocation	An 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 Council) 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.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M’s knowledge) – (a) the landlord is the Council; and (b) the tenant is 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 Council; 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.

These descriptions on 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” includes 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 the person M referred to in section 30 of the Act;

“member” includes a co-opted member;

“relevant authority” means the Council 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) of the Act;

“relevant person” in relation to disclosable pecuniary interests means M or M’s spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living 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.

Appendix B – Other Interests

[Unless they are interests prescribed by regulation for inclusion in Appendix A] any interest which relates to or is likely to affect:

- (i) Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) Any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any employment or business carried on by the member;
- (iv) any person or body who employs or has appointed the member;
- (v) any person or body, other than the Council, who has made a payment to the member in respect of his/her election or any expenses incurred by him/her in carrying out his/her duties;
- (vi) any person or body who has a place of business or land in the Council's area, and in whom the member has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between the member's Council and the member or a firm in which he/she is a partner, a company of which he /she is a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.
- (ix) any land in the Council's area in which the member has a beneficial interest;
- (x) any land where the landlord is the Council and the member is, or a firm in which the member is a partner, a company of which the member is a remunerated director, or a person or body of the description specified in paragraph (vi), is the tenant;
- (xi) any land in the Council's area for which the member has a licence (alone or jointly with others) to occupy for 28 days or longer.

Appendix C

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

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

INTEGRITY

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

OBJECTIVITY

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

ACCOUNTABILITY

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

OPENNESS

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

HONESTY

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

LEADERSHIP

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

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

(NALC Based)

As adopted 10th September 2012

Notes:

1. Local Government Act 1972 section 270 includes the following definitions and interpretations that are relevant.

“Christmas break” means the period beginning with the last week day before Christmas Day and ending with the first week day after Christmas Day which is not a bank holiday.

“Easter break” means the periods beginning with the Thursday before and ending with the Tuesday after Easter Day.

2. The option at 3 (a) (i) shown in strikethrough font, for electronic service of Notices, is open to challenge at Audit and is currently not recommended for adoption. A test case or legislation is required to clarify the position.

3. Text in **bold** may not be suspended as these are statutory in origin.

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1 Meetings

- a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b 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 during the period set aside for the public at the beginning of the meeting. Otherwise speaking will only be permitted at the Chairman's discretion.**
- e The period of time 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 once only in respect of business itemised on the agenda and shall not speak for more than 5 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 brief summary record of a public participation session at a meeting shall be included in the minutes of that meeting.**
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman 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** **Members of the public can take photographs, film, audio record, tweet, blog the proceedings of a meeting without prior permission but a member of the public is not allowed to disrupt the proceedings like moving around or making excessive noise while recording.**
- 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 the vote is taken and before moving on to the next item of business on the agenda.**
- t** **If a Councillor so requests, a signed ballot is permitted subject to SOs above.**
- u** **The minutes of a meeting shall record the names of councillors present and absent.**
- v** **If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.**
- w** **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- x** **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.)**

- y **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.**
- z **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 automatically delegated to the Clerk in consultation with such members as may be available, or may be delegated to the Clerk solely, unless specifically prohibited.
- aa Meetings shall not exceed a period of 3 hours.

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, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in**

respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j** Following the election of the Chairman of the Council and Vice-Chairman 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, and any resolution to extend the statutory time limit for delivery.
 - i 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.
 - ii Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii Review of the terms of references for committees.
 - iv Receipt of nominations to existing committees.
 - v 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.
 - vi Arrangements for the review and adoption of appropriate standing orders and financial regulations.
 - vii Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - viii Review of representation on or work with external bodies and arrangements for reporting back.
 - ix In a year of elections, if a Council's period of eligibility to exercise the power of General Competent expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - x Make arrangements for the review of inventory of land and assets including buildings and office equipment.
 - xi Make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - xii Make arrangements for the review of the Council's and/or employees' memberships of other bodies.
 - xiii Make arrangements for the establishment or review of the Council's complaints procedure. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - xiv Make arrangements for the establishment or review of the Council's policy for dealing with the press/media
 - xv Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.
- k** In the event of severe weather conditions or any other emergency the Clerk may, in consultation with the Chairman of Council, cancel any meeting of Council, a committee or a sub-committee and shall give immediate notice of such cancellation to as many members of council as is practicable.

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.
 At least three clear days before a meeting of the Council, a Committee or a Sub Committee, sign and serve on Councillors a summons, either by delivery, post at their residence or email, confirming the time, date, venue and the agenda. Email summons must contain the electronic signature and title of the Proper Officer.
 Consent must be given by Councillors to the Clerk to receive summons electronically. A paper copy of the agenda can be requested by a Councillor for every meeting, or earlier.
 - 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 (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 in the order received unless a councillor has given written notice at least 6 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. **Draft minutes must be posted on Donyatt web site within a month of the meeting (The Audit & Accountability Act 2014-Transparency Code for Parish Councils with an annual turnover not exceeding £25,000)**
 - 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. Refer planning applications received by the Council to Councillors by email within 2 working days of receipt. To facilitate an extra meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

- xv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xvi. Declare any casual vacancy arising in the office of councillor following resignation, ceasing to be qualified, disqualification or loss of office due to failure to attend; and then to carry out the necessary steps to proceed towards the filling of the vacancy as appropriate.

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 7 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 6 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** 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 approve 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 £500.
- 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 orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c** 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.
- d** A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e** A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f** 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.
- g** A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h** 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.
- i** Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j** Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k** If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l** 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.
- m** The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n** 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.
- o** Subject to standing orders 6(m) and (n) 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.
- p** During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q** A point of order shall be decided by the Chairman and his decision shall be final.
- r** With the consent of the seconder and/or 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.
- s** Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
 - t** i. to amend the motion;
 - u** ii. to proceed to the next business;
 - v** iii. to adjourn the debate;
 - w** iv. to put the motion to a vote;
 - vi. to ask a person to be silent or for him to leave the meeting;
 - vii. to refer a motion to a committee or sub-committee for consideration;
 - viii. vii. to exclude the public and press;
 - ix. viii. to adjourn the meeting;
 - x. to suspend any standing order, except those which are mandatory.

- t In respect of standing order 6(s)(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

- a All councillors shall observe the code of conduct adopted by the Council.
- b All Councillors are expected to undertake training in the Code of Conduct when that training becomes available
- c Councillors with a disclosable pecuniary interest must leave the room or chamber during the relevant item of business, unless permitted to remain following the grant of a dispensation.
- d Councillors with an interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain following the grant of a dispensation .
- e Following a written request to the Proper Officer of the Council, the Council may grant a member a dispensation to participate in a discussion and / or vote on a matter at the meeting even if s/he has any form of interest (disclosable pecuniary, other) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation. The grant of a dispensation is automatically delegated to the Clerk and any dispensation may permit the councillor to speak, or to speak and vote.

8. Questions

- a A councillor may seek an answer to a question concerning any business of the Council. If a question will require research by the Proper Officer, the councillor shall give 3 clear days' notice.
- 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 Council and the minutes are confirmed as an accurate record of the proceedings.”

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 2 councillors of the 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 regularly and shall strive to review 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*

The Council may, at its annual meeting, appoint a staffing committee and other 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 7 days 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.
- vii. The Chairman and Vice Chairman of Council may elect to be a voting member of any committee or sub-committee other than the Staffing Committee.

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.

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 and 30 September in each year a statement summarising the Council's receipts and payments and the balances. 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 Accounting Statements of the Council (which are subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20. Estimates/precepts

21. 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.

22. 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.

23. 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.

24. 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.

25. Confidential business

- a Councillors 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.

26. Power of General Competence

- a **Before exercising the power of general competence, 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 has to be renewed by Council Resolution at 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.**

27. Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above. It shall also consider whether other councillors shall be excluded to ensure proper process in any Appeal.
- b The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the 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 Council.

- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- d Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- e 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.
- f 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.
- g 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.
- h 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.
- i 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 the Clerk and/or the Chairman of the Council.

28. 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.

29. 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.
- 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.

30. 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 each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

31. 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 including the setting of values for different procedures where the contract has an estimated value of less than £25,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of use of the Contract Finder website and other light touch rules in the Public Contract Regulations 2015 (NALC Legal Topic Note LTN 87)** c **Where the value of a contract is likely to exceed £164,176 for Public Supply or Public Service Contract and £4,104,394 for a Public Works Contract (or other threshold specified by the Office of Government Commerce from time to time) the Council must comply with EU procurement rules.**

32. 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 notify the chairman of the Council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council 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 Council) shall take all steps considered necessary, to maintain confidentiality.
- e 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.

- f Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office**

33. 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.

34. 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.

ADOPTED ON 14th JUNE 2022. ITEM 7

services and support to represent the ages and stages of life from the 'best start in life' (0-5yrs), through to 'starting well' (5-18 yrs), to 'living well' (18-65 yrs) and 'ageing well' (65+).

To view the website and be empowered on your journey to a healthier lifestyle, visit: <https://bit.ly/healthy-somerset>.

Chard Enterprise Centre: The new Chard Enterprise centre, offers flexible office and light industrial workspace to support small and medium enterprises. Costing £4.2m the Enterprise Centre has been made possible after successfully securing £1.7m funding from the European Regional Development Fund. Chard Enterprise Centre forms part of a network of workspace services offered by Somerset Council. The Enterprise Centre network aims to offer quality workspace and business support in areas where commercial providers do not operate. There are currently 10 sites across the county and, in addition to Chard, there are centres in Highbridge, Dulverton, Wheddon Cross, Frome, Minehead, Wells, Williton, Wiveliscombe and Bruton.

Take the Pressure Off: Over half of all strokes and heart attacks in Somerset are caused by high blood pressure. Known as the silent killer, high blood pressure is quick and simple to diagnose and to treat. NHS Somerset, together with Somerset Council is launching their biggest ever campaign 'Take the Pressure Off' with the aim of testing thousands of residents to increase awareness and early detection of high blood pressure. The "Take the Pressure Off" campaign is designed to encourage residents, particularly those aged 40+, to regularly check their blood pressure and take necessary steps towards managing their health. In addition to workplace testing, the campaign will be partnering with local sports clubs to help raise awareness of the risks of high blood pressure, particularly to males and those who identify as male, across Somerset. Residents are also encouraged to borrow a free blood pressure monitor from their library to test their own blood pressure in the comfort of their home, or visit their local pharmacy for a quick and easy check.

Portrait of His Majesty The King: The government is offering a free framed portrait of His Majesty The King to all town, parish and community councils in the United Kingdom from 12 February. The closing date for applications is 28 March. Applications can be made via: <https://tpc-portraitscheme.cubiquityonline.com/login>

Sue Osborne
07843341603

Please see my monthly Councillor report.

Please feel free to contact me if you have any further queries.

Best wishes

Sue Osborne

Monthly Report for March 2024

2024/5 Council Budget: Somerset Council has voted through plans to set a budget for the coming financial year but received a stark warning of significant challenges in the years ahead.

LibDem Council Members unanimously agreed a range of measures to bridge a funding gap of £100m for 2024/25, including cost cuttings, increasing Council Tax by 5%, and using £36.8 millions of reserves (a council's equivalent of savings). The proposals also include a 'capitalisation direction' request of £36.9m – seeking permission from Government to borrow money or sell assets to pay for day-to-day running costs. Amid specific plans to cut costs and increase fees, around 1,200 jobs are expected to go at Somerset Council over the next three years equivalent to about a quarter of the workforce. As a result of the cuts some Town Councils have stepped in to save services (CCTV, public toilets etc) but this has resulted in a 179% council tax increase in Taunton, 90% in Yeovil and 164% in Bridgwater. Council papers are still predicting a further £103 million budget gap in 2025/26.

Gigafactory plans for Puriton site: Agratas, a new business within the Tata Group, has confirmed its plans to build a gigafactory producing EV batteries at the Gravity Smart Campus site in Puriton, near Bridgwater. A £4 billion investment, the factory will create up to 4,000 jobs and many more as part of the supply chain. It is envisioned that the plant will be operational in the second half of the decade, eventually producing 40GWh of battery cells annually, enough to supply approximately 500,000 passenger vehicles. Once fully operational, the factory is set to be Britain's biggest battery factory, and one of the largest in Europe. Over the next five years, Somerset Council plans to invest in the infrastructure, skills, site access and connectivity which will be paid for by the Business Rates generated by the factory once it is operational.

Under the surface exhibition: 'Under the Surface' is an exhibition of photographs by renowned Somerset-based photographer Matilda Temperley, reflecting on 10 years since the devastating floods of 2013-14. It is on display at Somerset Rural Life Museum, Glastonbury from Saturday 2 March to Sunday 19 May. Alongside the exhibition, a programme of events and activities will take place supported by Somerset Rivers Authority (SRA). These include family activities during the Easter Holidays, run in collaboration with the RSPCA and Somerset Wildlife Trust, where visitors can take part in climate-themed craft activities.

Healthy Somerset: A new website has been launched by Public Health to help people in Somerset lead a healthier life. The new site www.healthysomerset.co.uk – features health and wellbeing resources tailored to all age ranges – making it even easier for users to find the information and support they are looking for. The new refreshed layout of the site breaks down

services and support to represent the ages and stages of life from the 'best start in life' (0-5yrs), through to 'starting well' (5-18 yrs), to 'living well' (18-65 yrs) and 'ageing well' (65+).

To view the website and be empowered on your journey to a healthier lifestyle, visit: <https://bit.ly/healthy-somerset>.

Chard Enterprise Centre: The new Chard Enterprise centre, offers flexible office and light industrial workspace to support small and medium enterprises. Costing £4.2m the Enterprise Centre has been made possible after successfully securing £1.7m funding from the European Regional Development Fund. Chard Enterprise Centre forms part of a network of workspace services offered by Somerset Council. The Enterprise Centre network aims to offer quality workspace and business support in areas where commercial providers do not operate. There are currently 10 sites across the county and, in addition to Chard, there are centres in Highbridge, Dulverton, Wheddon Cross, Frome, Minehead, Wells, Williton, Wiveliscombe and Bruton.

Take the Pressure Off: Over half of all strokes and heart attacks in Somerset are caused by high blood pressure. Known as the silent killer, high blood pressure is quick and simple to diagnose and to treat. NHS Somerset, together with Somerset Council is launching their biggest ever campaign 'Take the Pressure Off' with the aim of testing thousands of residents to increase awareness and early detection of high blood pressure. The "Take the Pressure Off" campaign is designed to encourage residents, particularly those aged 40+, to regularly check their blood pressure and take necessary steps towards managing their health. In addition to workplace testing, the campaign will be partnering with local sports clubs to help raise awareness of the risks of high blood pressure, particularly to males and those who identify as male, across Somerset. Residents are also encouraged to borrow a free blood pressure monitor from their library to test their own blood pressure in the comfort of their home, or visit their local pharmacy for a quick and easy check.

Portrait of His Majesty The King: The government is offering a free framed portrait of His Majesty The King to all town, parish and community councils in the United Kingdom from 12 February. The closing date for applications is 28 March. Applications can be made via: <https://tpc-portraitscheme.cubiquityonline.com/login>

Sue Osborne
07843341603

10.56hrs 22/04/2024

DLO Job status of the following site has been changed to: OA - Operative As=
signed

Site: SITE000809 - Donyatt Holding

Building:

Room:

Details: damaged parapet walling to Coldharbour bridge - Email sent with photos
PMG to go out and removing the coping stones and any loose masonry from the
bridge, Copings and masonry to be stacked and stored on site ready for later
reinstatement.

Priority: Priority 2 - Within 24 hours

Target Date: 24/04/2024

Current status: OA - Operative Assigned

Code: DLO00004637

Owner: Ray Partridge

Contact:

Paul Tucker

Phone: +44 1823357506 / +44 7824460548

DONYATT
PARISH COUNCIL
STANDING ORDERS

Adopted

On 12th September 2016. Min no 16/115
Tabled 9th May 2022 Min 22/46

Notes:

1. Local Government Act 1972 section 270 includes the following definitions and interpretations that are relevant.

“Christmas break” means the period beginning with the last week day before Christmas Day and ending with the first week day after Christmas Day which is not a bank holiday.

“Easter break” means the periods beginning with the Thursday before and ending with the Tuesday after Easter Day.

2. The option at 3 (a) (i) shown in strikethrough font, for electronic service of Notices, is open to challenge at Audit and is currently not recommended for adoption. A test case or legislation is required to clarify the position.

3. Text in **bold** may not be suspended as these are statutory in origin.

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1 Meetings

- a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b 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 during the period set aside for the public at the beginning of the meeting. Otherwise speaking will only be permitted at the Chairman's discretion.**
- e The period of time 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 once only in respect of business itemised on the agenda and shall not speak for more than 5 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 brief summary record of a public participation session at a meeting shall be included in the minutes of that meeting.**
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman 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** **Members of the public can take photographs, film, audio record, tweet, blog the proceedings of a meeting without prior permission but a member of the public is not allowed to disrupt the proceedings like moving around or making excessive noise while recording.**
- 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 the vote is taken and before moving on to the next item of business on the agenda.**
- t** **If a Councillor so requests, a signed ballot is permitted subject to SOs above.**
- u** **The minutes of a meeting shall record the names of councillors present and absent.**
- v** **If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.**
- w** **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- x** **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.)**

- y **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.**
- z **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 automatically delegated to the Clerk in consultation with such members as may be available, or may be delegated to the Clerk solely, unless specifically prohibited.
- aa Meetings shall not exceed a period of 3 hours.

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, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in**

respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j** Following the election of the Chairman of the Council and Vice-Chairman 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, and any resolution to extend the statutory time limit for delivery.
 - i 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.
 - ii Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii Review of the terms of references for committees.
 - iv Receipt of nominations to existing committees.
 - v 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.
 - vi Arrangements for the review and adoption of appropriate standing orders and financial regulations.
 - vii Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - viii Review of representation on or work with external bodies and arrangements for reporting back.
 - ix In a year of elections, if a Council's period of eligibility to exercise the power of General Competent expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - x Make arrangements for the review of inventory of land and assets including buildings and office equipment.
 - xi Make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - xii Make arrangements for the review of the Council's and/or employees' memberships of other bodies.
 - xiii Make arrangements for the establishment or review of the Council's complaints procedure. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - xiv Make arrangements for the establishment or review of the Council's policy for dealing with the press/media
 - xv Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.
- k** In the event of severe weather conditions or any other emergency the Clerk may, in consultation with the Chairman of Council, cancel any meeting of Council, a committee or a sub-committee and shall give immediate notice of such cancellation to as many members of council as is practicable.

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.
 At least three clear days before a meeting of the Council, a Committee or a Sub Committee, sign and serve on Councillors a summons, either by delivery, post at their residence or email, confirming the time, date, venue and the agenda. Email summons must contain the electronic signature and title of the Proper Officer.
 Consent must be given by Councillors to the Clerk to receive summons electronically. A paper copy of the agenda can be requested by a Councillor for every meeting, or earlier.
 - 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 (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 in the order received unless a councillor has given written notice at least 6 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. Draft minutes must be posted on Donyatt web site within a month of the meeting (The Audit & Accountability Act 2014-Transparency Code for Parish Councils with an annual turnover not exceeding £25,000)**
 - 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. Refer planning applications received by the Council to Councillors by email within 2 working days of receipt. To facilitate an extra meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

- xv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xvi. Declare any casual vacancy arising in the office of councillor following resignation, ceasing to be qualified, disqualification or loss of office due to failure to attend; and then to carry out the necessary steps to proceed towards the filling of the vacancy as appropriate.

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 7 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 6 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** 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 approve 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 £500.
- 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 orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c** 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.
- d** A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e** A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f** 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.
- g** A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h** 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.
- i** Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j** Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k** If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l** 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.
- m** The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n** 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.
- o** Subject to standing orders 6(m) and (n) 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.
- p** During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q** A point of order shall be decided by the Chairman and his decision shall be final.
- r** With the consent of the seconder and/or 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.
- s** Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
 - t** i. to amend the motion;
 - u** ii. to proceed to the next business;
 - v** iii. to adjourn the debate;
 - w** iv. to put the motion to a vote;
 - vi. to ask a person to be silent or for him to leave the meeting;
 - vii. to refer a motion to a committee or sub-committee for consideration;
 - viii. vii. to exclude the public and press;
 - ix. viii. to adjourn the meeting;
 - x. to suspend any standing order, except those which are mandatory.

- t In respect of standing order 6(s)(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

- a All councillors and shall observe the code of conduct adopted by the Council.
- b All Councillors are expected to undertake training in the Code of Conduct when that training becomes available
- c Councillors with a disclosable pecuniary interest must leave the room or chamber during the relevant item of business, unless permitted to remain following the grant of a dispensation.
- d Councillors with an interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain following the grant of a dispensation .
- e Following a written request to the Proper Officer of the Council, the Council may grant a member a dispensation to participate in a discussion and / or vote on a matter at the meeting even if s/he has any form of interest (disclosable pecuniary, other) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation. The grant of a dispensation is automatically delegated to the Clerk and any dispensation may permit the councillor to speak, or to speak and vote.

8. Questions

- a A councillor may seek an answer to a question concerning any business of the Council. If a question will require research by the Proper Officer, the councillor shall give 3 clear days' notice.
- 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 Council and the minutes are confirmed as an accurate record of the proceedings.”

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 2 councillors of the 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 regularly and shall strive to review 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*

The Council may, at its annual meeting, appoint a staffing committee and other 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 7 days 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.
- vii. The Chairman and Vice Chairman of Council may elect to be a voting member of any committee or sub-committee other than the Staffing Committee.

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.

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 and 30 September in each year a statement summarising the Council's receipts and payments and the balances. 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 Accounting Statements of the Council (which are subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20. Estimates/precepts

21. 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.

22. 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.

23. 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.

24. 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.

25. Confidential business

- a Councillors 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.

26. Power of General Competence

- a **Before exercising the power of general competence, 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 has to be renewed by Council Resolution at 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.**

27. Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above. It shall also consider whether other councillors shall be excluded to ensure proper process in any Appeal.
- b The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the 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 Council.

- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- d Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- e 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.
- f 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.
- g 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.
- h 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.
- i 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 the Clerk and/or the Chairman of the Council.

28. 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.

29. 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.
- 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.

30. 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 each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

31. 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 including the setting of values for different procedures where the contract has an estimated value of less than £25,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of use of the Contract Finder website and other light touch rules in the Public Contract Regulations 2015 (NALC Legal Topic Note LTN 87)** c **Where the value of a contract is likely to exceed £164,176 for Public Supply or Public Service Contract and £4,104,394 for a Public Works Contract (or other threshold specified by the Office of Government Commerce from time to time) the Council must comply with EU procurement rules.**

32. 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 notify the chairman of the Council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council 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 Council) shall take all steps considered necessary, to maintain confidentiality.
- e 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.

- f Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office**

33. 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.

34. 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.

ADOPTED ON 14th JUNE 2022. ITEM 7

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

As adopted at the Extraordinary Meeting held on the 14th June 2022

This Code is based on the Model supplied by the National Association of Local Councils and the Somerset Association of Local Councils

Some further guidance may be found on the Standing Orders adopted by the Council

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DONYATT PARISH COUNCIL

CODE OF CONDUCT

Adopted 14th June 2022 Agenda Item 7.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the

public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

7B Consideration of advice

As a councillor:

7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.

7B.2 I will give reasons for departing from the advice of the Responsible Finance Officer

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.**
- 8.2 I do not make trivial or malicious complaints against other councillors.**
- 8.3 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.**
- 8.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk or the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member, or your re-election or re-appointment to office, or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests asset out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	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 council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

* '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.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (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)
- of which you are a member or in a position of general control or management

Appendix C

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

As adopted at the Meeting held on 10TH September 2012.

This Code is based on the Model supplied by the National Association of Local Councils and the Somerset Association of Local Councils.

Some further guidance may be found in the Standing Orders adopted by the Council.

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Heather Bryant

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DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT Adopted 10TH September 2012.

Introduction

Pursuant to section 27 of the Localism Act 2011, Donyatt Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership set out in Appendix C.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. **Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in Appendices A and B.**
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register any interests in Appendices A (Disclosable Pecuniary Interests) and B (Other Interests).
8. **A member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.**
9. **A member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.**

Declaration of interests

10. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) the member shall not participate in a discussion or vote on the matter.** He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

11. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.**
12. Where a matter arises at a meeting which relates to an interest in Appendix B (other interests), the member shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B (other interests) if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter before withdrawing. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A (disclosable pecuniary interest) and B (other interests) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A – Disclosable Pecuniary Interest

A ‘disclosable pecuniary interest’ is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	Description
Employment, office, trade, profession or vocation	An 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 Council) 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.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M’s knowledge) – (a) the landlord is the Council; and (b) the tenant is 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 Council; 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.

These descriptions on 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” includes 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 the person M referred to in section 30 of the Act;

“member” includes a co-opted member;

“relevant authority” means the Council 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) of the Act;

“relevant person” in relation to disclosable pecuniary interests means M or M’s spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living 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.

Appendix B – Other Interests

[Unless they are interests prescribed by regulation for inclusion in Appendix A] any interest which relates to or is likely to affect:

- (i) Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) Any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any employment or business carried on by the member;
- (iv) any person or body who employs or has appointed the member;
- (v) any person or body, other than the Council, who has made a payment to the member in respect of his/her election or any expenses incurred by him/her in carrying out his/her duties;
- (vi) any person or body who has a place of business or land in the Council's area, and in whom the member has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between the member's Council and the member or a firm in which he/she is a partner, a company of which he /she is a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.
- (ix) any land in the Council's area in which the member has a beneficial interest;
- (x) any land where the landlord is the Council and the member is, or a firm in which the member is a partner, a company of which the member is a remunerated director, or a person or body of the description specified in paragraph (vi), is the tenant;
- (xi) any land in the Council's area for which the member has a licence (alone or jointly with others) to occupy for 28 days or longer.

Appendix C

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

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

INTEGRITY

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

OBJECTIVITY

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

ACCOUNTABILITY

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

OPENNESS

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

HONESTY

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

LEADERSHIP

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

DONYATT PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

(NALC Based)

As adopted 10th September 2012

DONYATT PARISH COUNCIL

PROCEDURE FOR CONDUCTING CO-OPTIONS

CASUAL VACANCIES

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will post a notice on the notice boards, website and, if time allows, in the newsletter notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The date of the meeting when the co-option is to be made will be stated on the notice. If the vacancy has occurred through a death of a Councillor, then the Clerk will usually wait until after the funeral.

There will be a deadline for responses of not less than 3 weeks from the date of the insertion.

The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Parish Council, including a short statement explaining the reasons s/he wants to become a Parish Councillor.

Nominees must also be made aware that canvassing of Council members will disqualify them from standing for the vacancy:

Standing Order 22:

22: Canvassing of and recommendations by councillors

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.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy but an election is not held. A resolution of the Council can decide whether to co-opt and can leave any unfilled vacancies to be filled at the ordinary elections.

AT THE MEETING

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination and the vote will follow. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting.

Standing Order 12:

12: *Voting on appointments*

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.

The person presiding over the meeting may vote, and if there is an equality of votes they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provides otherwise.

The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

AFTER THE FULL PARISH COUNCIL ELECTIONS

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

May 2024

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DONYATT PARISH COUNCIL

FINANCIAL REGULATIONS 2019

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These Financial Regulations were adopted by the council at its meeting held on 13th November 2019. Min No 19/100.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a

committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary

Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

[6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders [], ⁴[insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

[12. Payments under contracts for building or other construction works]

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

[13. Stores and equipment]

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [Charities]

[16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Donyatt Parish Council (DPC) Chairman's Report for Financial Year 2023/2024.

I was pleased to take on the role of Chairman in May 2023, a year during which, unbeknown to me at the time, would present us with many challenges.

The first of these was the resignation of our existing Clerk in July and the need to fill the role ready for our next meeting in September. We were faced with a number of good candidates and we were pleased to secure the services of Zannette Bougourd who joined us at our next meeting in September. Zannette has since proved to be an excellent Clerk.

An early success during the year was Donyatt's participation in the Coronation Event for the new King, Charles III, held on May 9th at Knight Electrical, opposite the village hall. The event was very well attended with over 150 people attending, despite the changeable weather.

I would like to thank everyone who was involved in organising the event and all those from Donyatt who attended. My special thanks go to Councillor Kay Light who took the lead role in organising the day.

DPC had some banking issues through the year with statements continuing to be sent, not to our current Clerk, or even her predecessor but the one before that!

NatWest refused to recognise the authority of any of our current Councillors when we asked for changes of signatories and we reached a kind of impasse with them during the year.

This made things extremely difficult for our current Clerk, but with grit and steely determination and able assistance from Councillor Bill Porritt, she managed to sort it all out.

We have now reached the decision that we want to move away from Natwest and find a more "Parish Council friendly" bank as soon as we can.

Our DPC website had also fallen into neglect and needed urgent updating and overhauling, I am pleased to say that Zannette again stepped up to the mark and has now sorted this out, for which we all thank her.

Looking outside of DPC for a moment, we received eleven Planning Applications during the year, slightly up on last years' nine.

We continue to harass Somerset County Highways to tackle the drainage and flooding issues around the parish. Councillor Bill Porritt, Councillor James Attlesey (Jimmy) and I have all waded into this ongoing issue (pardon the pun) for which I thank both of them.

Jimmy has worked tirelessly to unblock drains along Stibbear and has discovered some that S.C. Highways didn't know about. It is only by keeping on to S.C. Highways that we get anything done.

Some success has been achieved with all drains having been jetted twice in the last few months and after parts of Donyatt and Stibbear Lane had been flooded five times at the end of 2023 and the beginning of 2024, the most recent heavy rains don't appear to be causing so much flooding.

However we will not become complacent and will stay on the case to make sure this good work continues.

The flooding issues at Peasmarsh have now been resolved, with the help of Martin Burrough from Barley Mows Farms who helped us locate and clear a large drainage pipe at the bottom of one of his fields, the source of most of the floodwater.

One of our key achievements during the year was the delivery of a 'Residents' Survey' to all households in the Parish (Donyatt, Sea, Peasmarsh and Stibbear Lane) during August and September.

In this survey we asked our residents what their priorities for the village are, rather than us trying to second guess them.

We were very pleased with the response rate, 86 forms returned out of 177 delivered which is 49%, high by any standards.

Residents' two main priorities by far were Flood Prevention/Drainage plus doing something about the speed of traffic through the village.

We posted the full set of results on Donyatt noticeboards, our DPC website and the Donyatt Community Facebook page.

We have taken these views on board and apart from the work on flood prevention we have done, we are also planning to install, one to begin with, then two, Speed Indicator Devices in Donyatt.

This won't stop the hardened speedsters but will make sensible drivers think, plus the devices collect lots of traffic data which we can then take to the Police and S.C. Road Safety and Traffic Management to introduce measures to cut down on traffic offences in the future.

On the form we also gave people the opportunity to volunteer to help with village events and looking after footpaths, I'm pleased to report we had 42 people who have volunteered to help.

Their names have been passed on to the key organisers of events in the village.

Whilst on traffic issues, Councillor Julia McKenzie has campaigned for the best part of two years to do something about dangerous driving and speeding through the community of Sea.

She has worked tirelessly with Ilminster Town Council and S.C. Traffic Management and Road Safety to discuss the introduction of measures to slow traffic through Sea.

I am pleased to announce that she has reached agreement and commitment from Somerset Council to introduce a 40mph speed limit all the way through Sea to the outskirts of Ilminster.

There are several stages to go through before any new signs start appearing but the process has begun and should be completed within 18 months. Not a moment too soon I say.

I would like to thank Julia for her forbearance in negotiating all the hoops and hurdles she has had to cope with to get this excellent result.

Other challenges this year have included playing our part in trying to stop Persimmons from building 'up to 400' houses off Canal Way in Ilminster, which we feel would result in overspill into Donyatt, Herne Hill, Coldharbour and onto the National Cycleway.

Despite our protestations, Somerset County Planning Committee approved this development, so we are now working with local interest groups to try to limit the impact of up to 1,000 new residents from Canal Way wandering into our village, local farmland and nature reserves.

Some things we have been entirely successful with are as follows:

Helping Donyatt Village Hall with funding towards new flood defences and a new heating system.

Contributing towards new fencing and play equipment at Donyatt Recreation Field.

Opening up the top half of Crow Lane so that the local network of footpaths can be accessed more easily.

Replacing old rotten stiles and steps with more easily accessed metal self-closing gates on footpaths in the parish.

Replacing the old vandalised bench at Pound Corner so that people can have a rest after climbing Donyatt Hill.

The defibrillator at the village was threatened with removal due to no-one looking after it, but at the eleventh hour Rosie and Steve Payne stepped in and took it over. Many thanks to them for helping us out.

During April, Councillor James Attesley removed graffiti from inside the shelter at Donyatt Halt,

he also plans to remove some from under Coldharbour Bridge, many thanks to Jimmy for sorting this out.

I'm also pleased to say (and we take no credit for this) that Robert Doak kindly offered to put the roof back on Donyatt Halt, this work has now been completed and we send our thanks to him for getting this sorted.

On the Financial front, we had a feeling money was going to be a bit tight due to rumours that started to come out during the year about Somerset Council's financial troubles.

These concerns proved to be true when, in November, all Town and Parish Councils in Somerset received a letter from S.C. explaining their difficulties and asking us if we were able to take on any services previously provided by them.

Some Councils, particularly the Town Councils e.g. Chard, Ilminster, Crewkerne, had sufficient finances and manpower so were keen to take on some responsibilities.

However, most Parish Councils, with their limited finances and manpower will find it more difficult to do so.

S.C. set up something called Local Community Networks (LCNs) to bridge the communication gap left by the closure of District Councils (something which local councils bitterly opposed).

However the LCN we are part of has about 35 Councils on it, stretching from here to the outskirts of Yeovil, there are so many diverse views and interests that nothing ever gets decided, so basically it's not working and we may well withdraw from this scheme.

Donyatt Parish Council has started to build a 'war chest' so that we can at least try to fund some of the things that need doing in the future.

As a result of this, unfortunately we have had to increase our Precept by more than we originally intended to. Added to this was the fact that there was no funding coming from S.C. to pay for our Speed Indicator Devices which we now have to pay for ourselves. We will at all times keep increases in the Precept to a minimum.

So that Donyatt residents could be kept up to date with the reduction of services provided by S.C., I arranged a meeting at the village hall on the 8th February to tell people what was happening.

This was well attended and I was able to take questions from the floor and able to answer at least some of them. We are still not entirely sure what's happening about funding into the future, I don't think S.C. know either.

Other ongoing challenges include the rapidly deteriorating condition of Coldharbour Bridge, which has been hit by vehicles and is very overgrown.

Large blocks of stone are in danger of falling on the Cycleway below, but despite my protestations and a site visit by an S.C. Bridges engineer in September '23 nothing appears to get done. I chase them every month but so far no action has been taken.

Grants awarded by DPC this year are as follows:

Donyatt Village Hall £2,500

Donyatt recreation Area Committee £1,000

Donyatt PCC (St. Mary's Church) £1,000

Events to look forward to in 2024 - Councillor Kay Light is organising an 80th Anniversary of D-Day event with a beacon as part of a national network of beacons, in the recreation Field to include hot food and liquid refreshment. This will take place on 6th June.

I would like to take this opportunity to thank all my fellow councillors on DPC and our new Clerk for their commitment and hard work over the year, without their help we would have achieved nowhere near as much as we have:

Our new Clerk Zannette for sorting out the many problems she inherited, including the poor state of our finances and our website.

Bill Porritt for being an excellent Vice-Chair during the year, his continued work with S.C. Highways and with the running and maintenance of the village hall as part of their committee.

Jimmy Attlesey for his part in the 'Drainage & Flood Prevention' initiative, getting to grips with the local drainage system and his many days out there with a shovel.

Kay Light for organising the big events in the village and for coordinating all the various food and drinks vendors, musicians and other entertainers at the events.

Julia McKenzie for getting her teeth into the traffic problems at Sea and getting all parties to agree to a solution, something we have been trying to achieve for several years.

Mike Grabham for his involvement with the Church Committee, the village hall and the social club, also of course for his great wealth of knowledge about Donyatt.

We have taken on one new Councillor this year, Steven Payne, who joined us at our March '24 meeting. Welcome aboard Steve.

Finally, it is with great sadness that Councillor Bill Porritt has announced that he will be leaving us as of the May' 24 Parish Council meeting.

We thank him for his sterling service to the Donyatt community over many years and wish him all the best for the future.

He will be sorely missed.

David Light

Chairman Donyatt Parish Council - April 2024

DONYATT Parish Council

Protocol on Communications

This Policy should be read in conjunction with the adopted Social Media Policy

A. Parish Council Correspondence

- (i) The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.
- (ii) The Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper.
- (v) Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

C. Communications with the Press and Public

- (i) The Clerk will clear all press reports, or comments to the media, with the Chair of the council or the Chair of the relevant committee.
- (ii) Press reports from the council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.
- (iii) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (iv) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

- (v) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.

D. Councillor Correspondence to external parties

- (i) As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Parish Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Chair of the council, the Chair of a committee or other meeting, or are styled "Leader" of the Council, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the parish council.
- (iv) E-mails:
- Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
 - Information to Councillors should normally be directed via the Clerk;
 - E-mails from Councillors to external parties should be copied to the Clerk;
 - Councillors should acknowledge their e-mails when requested to do so.
- (v) Meetings with the Clerk or other officers:
- Wherever possible an appointment should be made;
 - Meetings should be relevant to the work of that particular officer;
 - Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

DONYATT PARISH COUNCIL

INTERNAL AUDIT PLAN

ANNUAL REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT:

The Accounts and Audit Regulations (as amended in 2015) requires all bodies to carry out and report on an annual review of the effectiveness of internal audit. This policy was approved at a meeting held on 8th March 2021 Min No: 31/31 1

- 1 Review of systems of internal control
- 2 Review of the effectiveness of the Internal Audit

REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT

- Duty under the Regulations (2006) on the Council (members)
- Is the Internal Audit properly resourced?
- Does the Internal Audit add value?
- Is the Internal Audit forward looking
- Is the Internal audit challenging

RISK MANAGEMENT

- 1 Risk, the basics 'What is the Council existing for?'
- 2 What will put that, or the Council at risk?
- 3 Identify key risks
- 4 Evaluate the consequences
- 5 Categories of Risk (High Medium or Low). Features: value and probability
- 6 Manage Risk: Insure, Contract out, Manage
- 7 Insurance:
Mandatory: Employers Liability, Fidelity Guarantee
Strongly Recommended: Public Liability, Errors and Omissions
 Assets Defamation
- 8 Internal Auditor: Competent, Independent, Not a member of the Council, Not Reciprocal.

INTERNAL AUDIT AT A PARISH COUNCIL

- Verify the system works
- Verify operations of control
- Test check only together with our Risk Assessment Document
- Report what is done
- Report to Council
- Report for External Auditor

The Council's Internal Audit Process

Documents/books that are submitted to the Independent Internal Auditor are:

Account Book	Invoices and till receipts
Minute Book	Bank Statements
Financial Regulations	NALC recommended salary sheet
Systems of Internal Control	Real Time Information monthly salary schedules
Insurance documents	Receipts & bacs
Precept & Budget papers	Cheque books
Standing Orders	Receipt and paying in books
Clerks Contract	Completed VAT form

Working papers submitted to the Internal Auditor

Clerks expenses plus invoices, documents, till receipts

Receipts and payments sheet

Document stating where the Council carried out the Internal Control

Receipt and Account

Balance Sheet

Notes to the Balance Sheet

Accounts from the previous year

A suggested guide approach to internal audit testing

Annual Return, section 4, to fill in

Variations sheet 15% greater or lower (requirement by External Auditors*)

End of year bank reconciliation (Requirement by External Auditors) *

- 1 The I/A will undertake audit trails for a variety of payments, both regular and one off payments.
 - Check approval for the payment in the minutes, with the 'Power' recorded in the minutes where relevant
 - Check invoice with payment slip is signed by a councillor
 - Check entry in cash book and VAT accounted for appropriately
 - Check entry on the appropriate bi-monthly Financial Report, where the bank balance is cross checked with the numbered Bank Statement and signed by a Councillor and becomes a part of the minutes.
 - Check cheque number and amount entry on the Bank Statement
 - Check that the cheque stub is initialed by a Councillor
- 2 The I/A will undertake an audit trail for receipts, the precept payment.
- 3 The I/A will inspect the Precept and Budget for the appropriate year and check that reserves are appropriate
- 4 The I/A will check balances of Bank Statements with those on the Financial Reports
- 5 At the end of the Financial Year, the I/A will check all balances on the Working Sheets and Financial papers submitted
- 6 The I/A will check that the Asset Register is complete and properly maintained
- 7 The I/A will check that the salary paid to the Clerk is paid in accordance with Council approval and PAYE and NI requirements are properly applied. Any allowances paid to the members were paid in accordance with Council approval
- 8 The I/A will check the explanations by the Clerk of the variations (15% greater or lower) in any figures given on the Statement of Accounts Section 1 compared to the previous year
- 9 The I/A will check the end of year bank reconciliation explanation

TERMS OF REFERENCE FOR THE INTERNAL AUDITOR

The person appointed to be the Parish Council Internal Auditor must be independent of the Council. They must not be a councillor or closely related to a councillor, and not an employee of the Council

The I/A must be competent at book keeping with an understanding of Parish Council and their finances

The I/A will be required to check the various documents supplied by the Clerk after year end but before External Audit is due.

The I/A should be prepared to ask questions if the Clerk has not supplied sufficient documentation or information, or if it is considered records are not complete.

The I/A should criticize practices or make suggestions where appropriate

The I/A must complete and sign the Annual Internal Audit Report Section 4 of the Annual Return, which is sent to the appointed External Auditor of the Audit Commission*

*

Exempt Authorities

As from the Financial Year April 17 – March 18 there is no requirement for a Council with an Income or Expenditure less than £25,000 to submit the Return to the External Auditor. The Return still has to be filled and **must** be displayed on the Council's web site by the 30th June.

DONYATT PARISH COUNCIL

GENERAL PRIVACY NOTICE

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Donyatt Parish Council which is the data controller for your data.

Other data controllers the council works with:

- [e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.

- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) ***The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) ***The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.donyattparishcouncil.org.uk. This Notice was last updated in July 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Donyatt Parish Council

The Clerk: 9 Redgate Park, Crewkerne, Somerset TA187NL

Email: clerk.donyattpc@gmail.com

Donyatt Parish Council Complaints Procedure Adopted on 3rd May 2024 minute:

1. Donyatt Parish / Community Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to

3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer.

These matters are dealt with under the council's disciplinary and grievance procedures.

3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 14th June 2022 Minute ref: Item 7 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Somerset Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Somerset Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council.

8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish / Community Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Donyatt Parish Council

Address:

9 Redgate Park

Crewkerne,

Somerset.

TA187NL

Telephone: 07471341433 Email:clerk.donyattpc@gmail.com

The Chairman of Donyatt Parish

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Telephone:

Email:

DONYATT Parish Council

Social Media Policy

Approved at a Parish Council meeting – 10th January 2022

This Policy should be read in conjunction with the adopted Communications Policy

1. Policy statement

- 1.1. This policy is intended to help councillors and council staff make appropriate decisions about the use of social media such as emails, blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn and other relevant social media websites.

The council will encourage the use of social media for the purposes of:

- providing and exchanging information about services;
- supporting local democracy;
- gathering citizen insights and managing citizen relationships;
- promoting cultural events or tourism for the area;
- supporting community cohesion, neighbourliness and resilience; and
- creating internal communications and learning and development.

- 1.2. This policy outlines the standards the council requires councillors and staff to observe when using social media, the circumstances in which the council will monitor the use of social media and the action to be taken in respect of breaches of this policy.
- 1.3. This policy supplements, and should be read in conjunction with all other policies and procedures adopted by the council, such as the Equal Opportunities Policy, Anti-Harassment Policy, Data Protection Policy, Disciplinary Procedure, Members Code of Conduct and such like.
- 1.4. This policy does not form part of any contract of employment and it may be amended at any time.

2. Who is covered by this policy

- 2.1. This policy covers all individuals working at all levels with the council, including all elected and co-opted councillors, the clerk to the council and all other employees and volunteers (collectively referred to as staff in this policy).

3. The scope of this policy

- 3.1. The council has a corporate presence on the web and by use of email, which it uses to communicate with people who live in, work in and visit the parish. The council will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them.

Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Social Media Policy will be updated to reflect the new arrangements.

- 3.2 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the council, its services, employees, partners and community.
- 3.2. Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. The council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.

Breach of the policy by volunteers will result in the council no longer using their services and, if necessary, appropriate action will be taken.

Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking.

It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the council would be content with the statement should it be made public.

4. Rules for using social media.

- 4.1 Staff and councillors must not allow their interaction on any websites or blogs to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, councillors, the council or about the people, businesses and agencies the council works with and serves.
- 4.2 Posts must not contain anyone's personal information, other than necessary basic contact details
- 4.2 If staff or councillors blog or tweet personally, and not in their role as a councillor, they must not act, claim to act, or give the impression that they are acting as a representative of the council. They should not include web links to official council websites as this may give or reinforce the impression that they are representing the council.
- 4.3 All staff and councillors must ensure they use council facilities appropriately. If using a council-provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity. Do not use council facilities for personal or political blogs.
- 4.4 The Council will appoint a nominated person(s) as moderator(s). They will be responsible for posting and monitoring of the content on council pages, ensuring it complies with the Social Media Policy. The moderator(s) will have authority to immediately, without notice or comment, remove any posts from the council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such post will also be reported to the Hosts (i.e. Facebook) and also the clerk for council records.
- 4.3 The Council will appoint a nominated "Webmaster" to maintain and update the Parish Council Website. The website may be used to:

- Post notices and minutes of meetings
 - Advertise events and activities
 - Post good news stories
 - Link to appropriate websites or press page if those sites meet the council's expectations of conduct
 - Advertise vacancies
 - Retweet or 'share' information from partners i. e. Police, Library, district council, etc.
 - Announce new information appropriate to the council.
 - Post or Share information promoting bodies for community benefit such as schools, Scouts, sports clubs and community groups
 - Post other items as the council see fit.
 - Facebook and/or Twitter, etc, may be used to support the website and its information as above.
- 4.4 Staff and individual parish councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address, which is used for council business. Both staff and councillors are strongly advised to have separate council and personal email addresses.
- 4.5 All social media sites in use should be checked on a regular basis to ensure the security settings are in place.
- 4.6 When participating in online communication staff and councillors must;
- Be responsible and respectful; be direct, informative, brief and transparent.
 - Always disclose their identity and affiliation to the council.
 - Never make false or misleading statements.
 - Not present themselves in a way that might cause embarrassment. They must protect the good reputation of the council.
 - Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the council.
 - Keep the tone of comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, do not write in red to emphasise points.
 - Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
 - Avoid personal attacks, online fights and hostile communications.
 - Do not post comments that you would not be prepared make in writing or face to face.
 - Never name an individual third party unless you have written permission to do so.
 - Seek permission to publish original photographs or videos from the persons or organisations in the video or photograph before they are uploaded. You must check that there is parental permission before photos of children are used.
 - Respect the privacy of other councillors, staff and residents.
 - Never post any information or conduct any online activity that may violate laws or regulations, such as libel and copyright.
 - Spell and grammar check everything.
- 4.7 Residents and councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

- 4.8 If a matter raised in any form of social media needs further consideration by the council it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the clerk direct. Any response agreed by the council will be recorded in the minutes of the meeting.
- 4.9 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the moderator(s) and/or council as required.
- 5. The Policy will be reviewed annually.

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Annual Meeting of the Parish Council on Friday 3rd May 10th May 2023 immediately following the Parish AGM in David Willis Room.

AGENDA

1 ELECTION OF CHAIR OF THE PARISH COUNCIL

2 DECLARATION OF ACCEPTANCE BY THE CHAIR OF THE PARISH COUNCIL

3 ELECTION OF THE VICE-CHAIR OF THE PARISH COUNCIL

4 TO RECEIVE ANY APOLOGIES FOR ABSENCE

5 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS

6 PUBLIC QUESTION TIME INCLUDING COUNTY COUNCILLOR REPORTS

7 MINUTES OF THE MEETINGS HELD ON 8th MARCH 2023

To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website)

Matters arising/actions from last meeting:

- **Ilminster** – Canal Way development. Note minutes 14/03/2024,
- **Sea – traffic calming/speed limit update:** Update and approve £250.00 payment for data collection to SCC Traffic department.
- **Flood resilience fund** – Cllr McKenzie
- **D-Day arrangements:**
- **DPC banking arrangements.**
- **Speed Indicator Devices(SIDS)**
- **Parish volunteers** – Cllr D Light
- **Graffiti removal at Donyatt Halt**
- **DRAC** – establish ownership and possible transfer of ownership
- **D Day arrangements update.** Cllr K Light

8 FINANCIAL

- a. To certify the council as exempt from a limited assurance review
- b. To approve the Annual Governance Statement
- c. To Approve the Annual Accounting Statements
- d. To approve the financial statement up to 04/04/23
- e. To approve payments requiring authorisation

9 TO REVIEW APPOINTMENTS AS REPRESENTATIVES ON OUTSIDE BODIES

10 Devolution of S.C services.

11 Clerk's contracted hours and remuneration.

12 DVH Defibrillator

13 Schedule of Policy reviews. To agree a rolling schedule of policy reviews.

14 CORRESPONDENCE TO BE NOTED:

- **2024 Chairmans report**
- **Letter re removal of post box/Peasmarsh**

15 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.
- Date, time and venue for the next meeting.

MEETING NOTES

South West of Canal Way Development Liaison Group – Inception Meeting

The Shrubbery Hotel, Ilminster, Somerset, TA19 9AR

15.00 pm Thursday 14th March 2024

1. Introductions, apologies and purpose of the meeting

Attendance was as follows:

- Henrietta Van den Bergh (HVdB)
- Cllr Sue Osborne (SO)
- David Light (DL)
- Jane Simmonds-Short (JSS)
- Julie Fowler (JF)
- Sarah Hunt (SH)
- Jake John-Taylor (JJ)
- Robert Clark (RC)
- Sharon Hewitt (SHe)
- Jamie Grant (JG)

Initial inception meeting to discuss the current planning situation and timeline.

SO: The Town Council should be involved going forward and invited to this forum

HVdB: The invitation was extended and they would participate from May.

2. Summary of the proposal, current situation and timeline

RC provided an introduction to Persimmon Homes, and expressed a desire to work collaboratively going forward.

JG provided an overview of the application, and the steps that had been taken to receive a positive resolution at Planning Committee in January '24. The scheme better reflects the Company's updated placemaking agenda as well as provides a phosphate strategy for mitigation.

RC explained the next steps, with the immediate focus being signing the S106 legal agreement. Whilst this process is not quick, in the meantime work will commence on a design code for the scheme to inform a reserved matters submission.

JG explained that the S106 was currently being negotiated between all parties, which could take a further 4-5 months to conclude.

3. Phasing

HVdB queried the phasing strategy as it would have a large impact on the locality. JG confirmed that it would be one phase with continuous build.

RC estimated that in the event that construction started Q2 2025 it would likely take the Company 5 – 6 years to complete the development, building from east to west.

HVdB asked that Persimmon kept the Liaison Group informed regarding construction phasing, design code timings and the reserved matters application.

4. Reserved Matters

JSS and DL highlighted a preference for smaller properties, in particular bungalows for people looking to downsize. SO added that people need a choice, the housing mix needs to reflect the demographic of the town.

RC commented that elsewhere in Somerset the Company has struggled to sell 1/1.5 storey properties.

Attention was brought to the Ilminster Design Code, and that the outline Design Code and reserved matters needs to reflect the principles within.

5. Donyatt

DL expressed concerns regarding the impact on Donyatt Parish, as the site bounds the parish boundary south. Attention was made to inconsistencies or errors within the ecological report regarding proximity to the existing cycle foot paths. Whilst a connection point to the Stop Line Way is inevitable, connections south (especially to Herne Hill) would not be supported.

JG explained that no additional connections were being proposed to the south of the site, there remains a number of public rights of way which feature within the access and connectivity proposals. Pedestrian permeability is an important element of the scheme, and a feature of good planning. DL emphasised the impact that additional footfall may have on Herne Hill, as it would encourage additional walkers to the area.

6. Green Strategy

SH highlighted the Somerset Tree Strategy and JJ provided a copy of the Ilminster Community Wood document to JG. There is an ambition to increase planting and meet objectives however it is proving difficult to secure the land. Green Ilminster has contacted the Council as there is the hope that fields surrounding the development land could be utilised, in particular field I2. RC offered to speak to the Council to encourage conversation, however the land is outside of Persimmon's control.

HVdB suggested that every plot should be given a tree.

DL questioned whether any topsoil could be re-used and provided to each garden space. RC confirmed that there is likely to be very little left over due to the site wide earthworks strategy and soil management plan.

A wider discussion surrounding the management of the Open Space, as existing residents had experienced frustration with the appointed managing body at Adams Meadow. It was confirmed that the Open Space would be dealt with via the S106 agreement, and the mechanisms that could feature which allows the Town Council (or another body) the option of taking on the responsibility of the Open Space.

SH asked for clarity over how areas are managed, and requested that in the future a point of contact should be provided for residents.

The south east open space provides a good opportunity for Green Ilminster to provide input into the detailed landscape plan for this area, which would contribute to meeting their wider aspirations. JJ questioned whether this space would be woodland or recreation – RC/JG confirmed that the use is up for debate. DL suggested that a local questionnaire may be a good idea, however regardless of its use we need to be aware of anti-social behaviour.

HVdB queried the ecological survey data, and noted that the report needed to ensure that the data was as up to date as possible. If there is an opportunity to maximise the biodiversity net gain then this needs to be done. JG acknowledged that it is the Company's ambition to provide a suitable BNG score, however this can only be calculated once the detailed plans come forward, so that the calculation can be run.

7. Access

DL explained that the Stop Line Way route along the Ilminster section is used frequently and currently in a poor state. There is concern that additional residents would impact the cycleway. SO explained that an update was taken to committee at the end of January informing Members that a contribution would be made by Persimmon to Sustrans.

The contribution is not for the full amount requested, however it is apportioned appropriately. It is difficult to offer any additional monies as it has to meet the S106 test to be legally compliant. JG questioned whether improvements could be funded through CIL, this is an option to be explored.

JSS and others expressed concern regarding the location of the access and whether a single point of access is suitable. The impact on Canal Way, the proposed development and the medical centre were of particular concern.

HVdB suggested relocating the access further west so that it is located in the pumping station land. The land is however outside of our control and would involve changing the planning application, which is a complicated procedure.

RC explained that this is an element of the application that we cannot revisit, and that the plans proposed have passed the necessary testing exercises and found sound. SO confirmed that the proposal had been approved by Somerset Highways and National Highways, therefore any form of appeal could be risky as well as significantly expensive.

8. Management

JF questioned what processes will be in place to minimise construction disruption and ensure that the impact on biodiversity is considered. JG responded confirming that there would be pre-commencement conditions that need to be discharged, including a Construction Environment Management Plan and Local Economic Management Plan which will detail the processes to be implemented. JF requested that details are made available of someone who will be responsible for this subject going forward – RC confirmed that the Site Manager will be responsible for ensuring that the CEMP and LEMP are adhered to.

9. Drainage

Drainage is an issue within the site boundary, there is concern that additional hard surface will further impact the situation negatively. JG talked through the flood risk assessment and drainage

strategy stating that the proposals will mitigate and slow the flows from Herne Hill, which should improve the situation. A detailed drainage strategy will be submitted

AOB

Future meetings should target specific topics to ensure an adequate amount of time can be afforded to the detail.

Meeting close at 17.00

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

			Key: H/M/L High, Medium or Low
ADOPTED	8th March 2021: 31/31 2		
TOPIC	RISK IDENTIFIED	H/M/L	MANAGEMENT OF RISK
FINANCE			
Internal Audit	The Council not carrying out an Internal Audit as legally required. The appointment of the Internal Auditor must be a competent person to carry out an internal audit and independent from the council	M	The Council has appointed an appropriate, independent IA with clear terms and conditions together with an audit plan. Checks will be carried out at least once in the financial year
Invoices	Cheque payable is wrong amount. Cheque payable to wrong party. Cheque signed and left blank	L	Two members of the Council however one member only can sign if two signature members are not present at a meeting . A Cllr required to initial invoice and cheque stubs. Blank cheques are never signed. The Clerk retains the cheque books.
Bank Statements	The Financial bi monthly report is not a true statement of the funds in the bank	L	The report reconciles to the most recent bank statements. A Cllr checks the statements against the corresponding financial report. Internal Audit check
Compliance with Customs and Excise Regulations	VAT not claimed	L	VAT is claimed at least once a year if over £10. Internal Audit check
Salaries	Incorrect hours paid. Fictitious employee	L	Members check bi-monthly schedule of cheques. Internal Audit check. Fidelity Insurance
Reimbursements	Wrong amount claimed by Clerk or Councillors	L	Till receipts submitted. Members check bi-monthly schedule of cheques. Internals Audit check. No petty cash.
Compliance with Inland Revenue regulations	Compliance with Real Time Information	H	The Clerk submits RTI every month but has to remember to do so.

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Pensions	Council not carrying out compliance with Auto Enrolment	M	Declaration of Compliance has been completed for by the staging date of 1.12.17. Chairman and Internal Auditor to check the confirmation from the Pensions Regulator
Budgets	The Council has not allowed sufficient allocation of money to run its business for the forthcoming year	M	The budget is set in January outlining estimated expenditure and income for the next financial year. A provision for contingency. Gratuity as per the Employment Contract. General reserve at least 1/3rd of total expenditure for one year. Actual income & expenditure is checked on a regular basis. Internal Audit check
Elections	Insufficient provision for a contested election	L	Reserve of £200
Borrowing	Complying with borrowing restrictions	L	Council resolution: RFO to seek advice from SALC
ASSETS			
Asset Register	No list of assets. Loss or damage to assets Insufficient Insurance	M	A list of Assets maintained. Asset checked yearly and noted of any further action required. Insurance cover reviewed yearly. Internal Audit check
LIABILITIES			
Liability	Ensuring activities are with legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice be sought if necessary. Internal Audit check
Liability	Proper and timely reporting via the Minutes	L	Draft minutes are produced within a month of a meeting and are posted on the web site. Minutes are approved at the next meeting

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Liability	Risk to third party, property or individuals	M	Public Liability Insurance cover
Employment Liability	Compliance with Employment Law. Compliance with Pension obligations	M	All employees have Contracts of Employment. Training programme for Proper Officer/Cllrs via membership to SALC and SLCC.
Data Protection	Fined by the Data Protection Agency for not registering as required by law. Uncontrolled data	M	Registered with the Data Protection Agency. Council has adopted a Publication Scheme. The Council has GDPR policies in place
OTHER RISKS			
Financial Regulations and Standing Orders	Not carrying out good practice as recommended by NALC	L	Adoption of Financial Regulations and Standing Orders as recommended by NALC
Urgent expenditure	Expenditure on items, i.e. repairs, that can not wait for approval at the next available council meeting	L	The Clerk in consultation with the Chairman has delegated powers to authorise payment of up to £500
Cllrs/Clerk site visits	Cllrs, Clerk could be in danger of not being seen by vehicles, cyclists and horse riders especially on highways	M	Use of high visibility waistcoats to wear when on footpath highways/footpath activities and planning site visits
Proper Document Control	Security of documents and storage	M	Paper documents are filed in a filing cabinet and Council's legal and leases are with the Council's solitors. Data storage are stored to comply with the Data Protraction Act. Regular back-ups with electronic records

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Councillor Propriety	Compliance with regulations on Register of interests, gifts and hospitality	M	Clerk to ensure that Register of Interests are completed by 28 days. Copies are sent to SSDC and web sites. Councillors have a copy of the Council's Code of Conduct which outline their responsibilities in regard to gifts and hospitality. Declaration of Interest in an agenda item at every Council meeting
National Epidemic or Global Pandemic.	The Council is unable to meet or to exercise its normal local government and parish functions for any reason associated with the epidemic or pandemic.	M	For Business Continuity: To implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions, in consultation with Cllrs for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

			Key: H/M/L High, Medium or Low
ADOPTED	3rd May 2024		
TOPIC	RISK IDENTIFIED	H/M/L	MANAGEMENT OF RISK
FINANCE			
Internal Audit	The Council not carrying out an Internal Audit as legally required. The appointment of the Internal Auditor must be a competent person to carry out an internal audit and independent from the council	M	The Council has appointed an appropriate, independent IA with clear terms and conditions together with an audit plan. Checks will be carried out at least once in the financial year
Invoices	Cheque payable is wrong amount. Cheque payable to wrong party. Cheque signed and left blank	L	Two members of the Council however one member only can sign if two signature members are not present at a meeting . A Cllr required to initial invoice and cheque stubs. Blank cheques are never signed. The Clerk retains the cheque books.
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Compliance with Customs and Excise Regulations	VAT not claimed	L	VAT is claimed at least once a year if over £10. Internal Audit check
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Reimbursements	Wrong amount claimed by Clerk or Councillors	L	Till receipts submitted. Members check bi-monthly schedule of cheques. Internals Audit check. No petty cash.
Compliance with Inland Revenue regulations	Compliance with Real Time Information	H	The Clerk submits RTI every month but has to remember to do so.

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Pensions	Council not carrying out compliance with Auto Enrolment	M	Declaration of Compliance and Pensions Regulator updated 27.09.24. Copy on file. Chairman and Internal Auditor to check the confirmation from the Pensions Regulator
Budgets	The Council has not allowed sufficient allocation of money to run its business for the forthcoming year	M	The budget is set in January outlining estimated expenditure and income for the next financial year. A provision for contingency. General reserve at least 1/3rd of total expenditure for one year. Actual income & expenditure is checked on a regular basis. Internal Audit check
Elections	Insufficient provision for a contested election	L	Reserve of £500
Borrowing	Complying with borrowing restrictions	L	A parish council may borrow funds but will normally require the formal written approval of the Secretary of State
ASSETS			
Asset Register	No list of assets. Loss or damage to assets Insufficient Insurance	M	A list of Assets maintained. Asset checked yearly and noted of any further action required. Insurance cover reviewed yearly. Internal Audit check
LIABILITIES			
Liability	Ensuring activities are with legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice be sought if necessary. Internal Audit check
Liability	Proper and timely reporting via the Minutes	L	Draft minutes are produced within a month of a meeting and are posted on the web site. Minutes are approved at the next meeting

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Liability	Risk to third party, property or individuals	M	Public Liability Insurance cover
Employment Liability	Compliance with Employment Law. Compliance with Pension obligations	M	All employees have Contracts of Employment. Training programme for Proper Officer/Cllrs via membership to SALC and SLCC.
Data Protection	Fined by the Data Protection Agency for not registering as required by law. Uncontrolled data	M	Registered with the Data Protection Agency. Council has adopted a Publication Scheme. The Council has GDPR policies in place and certificate on file.
OTHER RISKS			
Financial Regulations and Standing Orders	Not carrying out good practice as recommended by NALC	L	Adoption of Financial Regulations and Standing Orders as recommended by NALC
Urgent expenditure	Expenditure on items, i.e. repairs, that can not wait for approval at the next available council meeting	L	The Clerk in consultation with the Chairman has delegated powers to authorise payment of up to £500
Cllrs/Clerk site visits	Cllrs, Clerk could be in danger of not being seen by vehicles, cyclists and horse riders especially on highways	M	Use of high visibility waistcoats to wear when on footpath highways/footpath activities and planning site visits
Proper Document Control	Security of documents and storage	M	Paper documents are filed in a filing cabinet and Council's legal and leases are with the Council's solitors. Data storage are stored to comply with the Data Protraction Act. Regular back-ups with electronic records

**DONYATT PARISH COUNCIL
RISK ASSESSMENT**

Councillor Propriety	Compliance with regulations on Register of interests, gifts and hospitality	M	Clerk to ensure that Register of Interests are completed by 28 days. Copies are sent to SSDC and web sites. Councillors have a copy of the Council's Code of Conduct which outline their responsibilities in regard to gifts and hospitality. Declaration of Interest in an agenda item at every Council meeting
National Epidemic or Global Pandemic.	The Council is unable to meet or to exercise its normal local government and parish functions for any reason associated with the epidemic or pandemic.	M	For Business Continuity: To implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions, in consultation with Cllrs for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

Donyatt

PARISH COUNCIL

Delivery Office Manager
Chard Delivery Office

Subject: Removal of postbox from Peasmarsch

22nd April 2024

Dear Sir,

I am writing on behalf of the residents of Peasmarsch who have asked me to raise this issue with you.

The postbox was removed from Peasmarsch several weeks ago, I spoke to the engineer at the time and he told me it was being taken away for either refurbishment or replacement.

However, to date it has not been re-installed or replaced.

A resident told me yesterday she had spoken to our postman and he said it was not going to be replaced as it considered under-used.

This postbox offers a lifeline to the community of Peasmarsch, there are elderly people who cannot get to another postbox and several people run businesses from here.

The nearest alternative postbox is in Donyatt which is a car-journey away and not everybody has a car.

I therefore urge the Royal Mail to reconsider this decision due to the importance of the postbox to the Peasmarsch community.

If this decision is made elsewhere, please let me know and I will write to them.

Yours sincerely

David Light
Chairman Donyatt Parish Council

Chairman: David Light Vice-Chair: Bill Porritt Clerk: Zannette Bougourd
Councillors: Kay Light, James Attlesey, Julia Mc.Kenzie, Steve Payne, Mike Grabham

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Meeting of the Parish Council on
Wednesday 3rd July 2024 AT 7pm in the David Willis Room.



Clerk to the Council

AGENDA

- 1 TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- 3 PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS**
- 4 TO APPROVE MINUTES OF THE MEETINGS HELD ON 3rd MAY 2024**
To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website)
- 5 REVIEW ACTION POINTS REVIEW AND UPDATE FROM LAST MEETING HELD ON 3rd May 2024**
- 6 FINANCIAL REPORT.**
 - Approve Bank statements
 - Approve bank reconciliations
 - Approve schedule of payments
- 7 ADOPTION OF POLICIES:**
 - Document Retention Policy
 - Data Backup Policy
 - Procurement Policy
 - Volunteer Policy.
 - Financial Regulations 2024
- 8 PLANNING APPLICATIONS FOR CONSIDERATION.**
- 9 ONGOING ISSUES:**
 - Speed Indicator devices – Cllr Attlesey
 - Traffic through Sea – Cllr McKenzie
 - Canal Way Development – Cllr D Light
 - Drainage & Flood Prevention – Cllrs D Light/J Attlesey
 - Village Events: Cllr K Light
 - DPC Website(inc updates) Clerk
 - Devolution of SC services- Cllr D Light
 - Rec Field ownership – Clerk
 - Banking -Clerk
- 10 MATTERS FOR REPORT ONLY**
 - Summary of agreed actions from the meeting.
 - Discussion of urgent action.
 - Items to be included for the next agenda.

Matters arising/actions from last meeting:

 - Iminster – Canal Way development. Note minutes 14/03/2024.
- 11. Date, time and venue for the next meeting.**

*Zannette Bougourd – Clerk to Donyatt Parish Council
clerk.donyattpc@gmail.com*

DONYATT PARISH COUNCIL ANNUAL GENERAL MEETING & COUNCIL MEETING.

Minutes of the AGM & Parish Council Meeting held on 3rd May 2024 in the David Willis Room, Donyatt Village Hall.

24/37 Election of Chairman of the Parish Council: Councillor David Light was proposed by Cllr Porrit, seconded by Cllr Payne. Unanimously approved.

24/38 DECLARATION OF ACCEPTANCE BY THE CHAIR OF THE PARISH COUNCIL. Signed by Cllr Light and Clerk.

24/39 ELECTION OF THE VICE-CHAIR OF THE PARISH COUNCIL. Cllr J Attlesley was proposed by Cllr D Light and seconded by Cllr K Light. Unanimously approved.

24/40 TO RECEIVE ANY APOLOGIES FOR ABSENCE. None.

24/41 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS. None

24/42 PUBLIC QUESTION TIME INCLUDING COUNTY COUNCILLOR REPORTS. The report from Cllr S Osborne had been submitted to Cllrs prior to the meeting. Noted.

24/43 MINUTES OF THE MEETINGS HELD ON 8th MARCH 2023

To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the DPC website) The Minutes were tabled and approved unanimously.

24/44 Matters arising/actions from last meeting:

- **Ilminster** – Canal Way development. The minutes from the meeting held on the 14th March were tabled. Cllr D Light noted that Persimmon (developer of Canal Way) had agreed to install fencing or hedging at the boundary between Ilminster and Donyatt to deter incursions into our fields. Persimmon had also agreed to provide funding as a contribution to ongoing maintenance of the cycleway, no indication of the amount of funding has been confirmed. Any financial contribution from Persimmon will be directed to Sustran and used for the Chard – Ilminster cycleway. It was noted that Persimmon have indicated that circa 60 homes will be built per annum, balancing ponds will be developed to help control any flooding on the flood plain. Next meeting in approximately two weeks, Cllr D Light will attend.
- **Sea – traffic calming/speed limit update:** Cllr McKenzie has spoken with G&H(Gooch & Housego) regarding the proposed speed reduction measures. They have a community fund for local amenity contributions and will consider any request submitted to them. The £250 contribution for the collection of data was approved. Cllr McKenzie will advise payee. Proposed by Cllr D Light, seconded by Cllr S Payne. Approved unanimously.
- **Flood resilience fund** – Cllr McKenzie. No further information is currently available. Cllr McKenzie will report to a future meeting.
- **D-Day arrangements update:** Cllr K Light noted that flyers have been designed and will be printed and distributed. Facilities have been booked; John Grabham is organising a tug-of-war. The fish& chips supplier has been engaged; an invoice will follow. Musicians have been engaged, actual performance times TBC. A site meeting will be held before the event. Sufficient material for the beacon has been sourced, barriers will be installed around the beacon. Cllr K Light will notify the Fire Brigade of the event. Unanimous thanks were expressed to Cllr K Light for her comprehensive efforts organising this event.

- **DPC banking arrangements.** Cllr D Light & ZB updated the Council regarding recent extremely unsatisfactory communications with Natwest which had concluded that the bank account was originally opened as a trust account and was not therefore eligible for online banking. Cllr M Grabham confirmed that this was correct, he was aware of the bank account trust status, however this information had not been recorded or passed to current Cllrs. ZB had the application forms for Unity Bank, these were signed and will be sent to Unity Bank with a cheque for £500.00.
- **Speed Indicator Devices (SIDS).** The SID device has now been delivered to Cllr Attlesey and will be installed. The original quote is still valid, payment approved.
- **Parish volunteers** –Cllr D Light has approximately 12 volunteers now available for helping to look after footpaths and the Cycleway
- **Graffiti removal at Donyatt Halt.** Cllr J Attlesey have removed the graffiti from Donyatt Halt shelter, graffiti on Coldharbour bridge will also be removed. Cllr D Light will paint the beams in Donyatt Halt black to try and prevent further graffiti.
- **DRAC** – establish ownership and possible transfer of ownership. ZB noted that a Community Right to Bid nomination from 2023 had been found within DPC papers, ZB will pick this up and try and progress the matter.

24/45 FINANCIAL.

- To certify the council as exempt from a limited assurance review. It was agreed that Donyatt Parish Council was exempt from limited assurance review.
- To approve the Annual Governance Statement. The Annual Governance Statement was approved.
- To Approve the Annual Accounting Statements. The Annual Accounting Statements were approved.
- To approve the financial statement up to 31/03/2024. The financial statement up to 31/3/24 was approved.
- To approve payments requiring authorisation. The payments were approved and signed by the Chairman.

24/46 TO REVIEW APPOINTMENTS AS REPRESENTATIVES ON OUTSIDE BODIES.

- Cllr M Grabham sits on the Donyatt Parish Church Council
- Cllr D Light is the Parish Path Liaison Officer.
- Cllr K Light is the Parish events co-ordinator.
- Cllr S Payne will be the Highways representative after a handover from retiring Cllr W Porritt.

24/47 Devolution of Somerset Council services. It was noted that the new SCC contractor, Keir, had commenced their contract at the beginning of April. SCC anticipated evaluating their services later in the year, possible July/August. The exact devolution of services is still to be established. There is a possibility that SCC will review their financial position later in this financial year and may file a section 114 notice prior to calendar year end.

24/48 Clerk's contracted hours and remuneration. ZB noted that her contract noted 20hrs per month, which equates to 4.6hrs per week. This is insufficient to complete the required administrative tasks. It was agreed that an addendum would be added to the current contract for 5 hrs per week at the NALC rate of £13.28per hour. Proposed by Cllr D Light, seconded Cllr S Payne. Approved unanimously. The Clerk's contract will be reviewed prior to the 2024/5 budget meeting.

24/49 DVH Defibrillator. Cllr Payne noted that Rosie Payne had been in contact with Heartsafe Somerset, which resulted in the withdrawal of Heartsafe Somerset's oversight of the defibrillator located at DVH. It was agreed that Rosie Payne would continue the checking and replacing consumables for the defib. It was also agreed that replacement consumables could be purchased without prior approval from DPC. Any payments will be ratified at the next CP meeting.

24/50 Schedule of Policy reviews. To agree a rolling schedule of policy reviews. It was agreed that the following policies were approved. It was also agreed that the Risk Assessment will be reviewed annually at the AGM. Other Policies will be reviewed bi-annually unless amendments are required between review dates.

- Code of Conduct.
- Standing Orders
- Co-option Policy
- Financial Regulations
- Internal Audit Plan
- Privacy Policy
- Complaints Procedure
- Social Media Policy
- Risk Assessment 2024

24/51 CORRESPONDENCE TO BE NOTED:

- **2024 Chairmans report.** The Chairmans report was noted and will be posted on the website. Cllr D Light noted his appreciation for all members of the Council's efforts and diligence over the previous year.
- **Letter re removal of post box/Peasmarsh.** Cllr D Light noted that the post box will be replaced.

24/52 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.
- Date, time and venue for the next meeting.
- Cllr S Osborne sent apologies for non-attendance @ 19.17hrs.

24/53 ACTIONS:

Cllr D Light – to attend next meeting of Ilminster Liaison Group (Canal Way Development)
 Cllr McKenzie – report back re Flood Fund.
 Mr W Porritt – hand over to Cllr S Payne Highways rep documentation
 Cllr K Light – continue with D-Day preparations.
 Clerk – draft addendum to contract to reflect decision @ minute ref: 24/48
 Cllr J Attlesey – install SID.
 Clerk – update websites with approved policies and changes to DPC personnel.

24/54 Next meeting will be held on Wednesday, 3rd July 2024 @ 7pm

The meeting closed at 21.15hrs.

SUEZ waste collection contract: The Council's waste contractor, SUEZ, has disclosed figures showing significant annual losses on its £24m a year contract. It has made a number of contractual claims seeking adjustment to payment and while these are in dispute, without an increase in payments there is a risk that SUEZ may exit the contract, to limit its losses over the contract's remaining six years. A report to the Council's Executive Committee meeting recommends giving the Council's Chief Executive a mandate to negotiate with SUEZ to broker a deal which would stop SUEZ exiting the contract. The ongoing rerouting of collections is helping make rounds more efficient and as cost effective as possible, but even with this SUEZ considers the contract unviable.

Revised waste collection routes: Recycling and rubbish collection days are changing for 92,000 households in eastern parts of the county in June following changes made to the rest of the county earlier this year. From Monday June 17th, new collection routes are being introduced for many homes in the former South Somerset and Mendip districts. The new routes will make rounds more efficient, more manageable for crews while reducing mileage and carbon emissions. The changes come at no additional cost to the council.

Roadside grass-cutting: From May 2024, where safe to do so, mowing routines across managed highway verges, open spaces, country parks and council property grounds will be reduced although safety and visibility around verges and public spaces such as play areas will be cut more regularly. On wider verges, only a 1-meter swathe is mowed, leaving the rest untouched to maintain biodiversity. Further information on the cutting schedule can be found at <https://www.somerset.gov.uk/roads-travel-and-parking/grass-cutting/>

Subsidised Bus Fares in Taunton: Somerset Council has announced revised bus fares for the Taunton Town Zone to keep services sustainable. From 1 June this will be £1.50 for any adult single fare and 80p for a child. The new fares will be reviewed at the end of this year. Across the rest of the county the cost for any single fare will stay at £2 until December 2024, part of the national Government-funded initiative. The fare for the Park and Ride service in Taunton remains £1 for a single fare.

Children and Young Peoples Plan : The new Children and Young People's Plan (CYPP) for Somerset sets out the Council's aims for 2024-2030 including how services and communities are accountable for children and young people and how they will work together to ensure the ambitions of the plan are achieved. Members of Somerset Youth Forum have suggested that the most important priorities are:

- Having a better experience in education
- Leading healthier lives
- Help to improve your mental health
- Living in safer communities
- Building better relationships
- Being prepared for adulthood

The Council wants to encourage all individuals under the age of 25 to share their thoughts on these priorities via the online survey: <https://forms.office.com/e/dNHr44HCfn>

Volunteer Drivers: Since Covid-19 the numbers of volunteer drivers in Somerset has reduced by about 67 per cent. These dedicated drivers play a pivotal role in the community, providing essential transportation services to residents so the Council are calling out for new volunteers. Many residents who need the service live in rural areas with little or no access to public transport and are unable to drive. If you are working part-time, a parent, retired or just have some spare time on your hands and you have a car and at least half a day to a day to offer then you can get involved and make a positive impact on people's lives. Volunteer drivers receive training and are reimbursed expenses at 45p per mile (or 50p per mile with passengers).

Sue Osborne Somerset Councillor Ilminster Division
07843341603
9th May 2024

Payments for authorization

Payments due June/July 2024			
Invoice date	Payee	Description	Amount
06/06/2024	Z Bougourd	Clerk Salary	230.60
06/06/2024	HMRC	PAYE	57.60
06/07/2024	Z Bougourd	Clerk Salary	230.60
06/07/2024	HMRC	PAYE	57.60
03/07/2024	DVH	Hall hire	16.00
03/07/24	Z Bougourd	Postage	10.80
03/07/24	Z Bougourd	Papers to Unity	8.95
12/05/24	R Payne	Defibrillator batteries	246.00
03/07/2024	P Russell	Audit	150.00
03/07/24	Z Bougourd	Refund fish & chip van payment	1188.70
03/07/24	Z Bougourd	Overtime/Audit/Website	358.56

Proposed by.....

Seconded.....

Chairman:

Approved 03/05/2024

Apr-24

Current Account

Opening balance

7077.57

INCOME

Date

29/04/2024 Precept

14463

PAYMENTS

Date	Chq no:	Payee	Description	Amount
04/04/2024	1157	DVH	Hall Hire	17
08/05/2024	1159	K Light	D Day event	64.47
08/05/2024	1162	Z Bougourc	Clerk salary April/May	461.2
08/05/2024	1165	Z Bougourc	Refund SCLL training	108
13/05/2024	1167	DVH	DVH Grant	2500
23/05/2024	1163	HMRC	April PAYE	57.6
23/05/2024	1164	HMRC	May PAYE	57.6
23/05/2024	1168	DVC	C2024 Church grant	1000
28/05/2024	1161	ELAN City	SID	2807.99
04/06/2024	1169	DRAC	2024 Grant	1250
				8323.86
			Balance	13216.71

Reserve Account

Opening balance	611.87

Date	Interest	
30/04/2024	0.8	0.8
31/05/2024	0.75	0.75

30/04/2024 Balance	613.42

[illegible]

July 2024:

Overtime April/May/June 2024

Compiling documents for 2023/4 Audit & website updates.

April 15hrs @ £13.28	£199.20
May 10 hrs @ £13.28	£132.80
June 2hrs@ 13.28.	£26.56
Total due:	£358.56

Proposed:

Seconded:

Date:

Donyatt

PARISH COUNCIL

July 2024;

In accordance with the resolution of the Council on 3rd May 2024, minute ref: 24/28, it is agreed that the Contract dated 15th March 2024 between Donyatt Parish Council & Zannette Bougourd be amended to reflect an increase of paid hours to 5 hrs per week at the salary scale point currently £13.28per hr.

Proposed.....

Seconded:

Date:.....

Minute ref:

July 2024:

The Clerk's salary composes:

5hrs per week @ £13.28 =	£287.74pcm
Adobe subscription: 50%	£9.98
Work from home allowance:	£10.00
Gross monthly pay:	£307.72

Proposed:

Seconded:

Date:

DONYATT PARISH COUNCIL

JULY 2024

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 3rd July 2024

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and periodically review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair, shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and view the original bank statements (or similar document).
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax (England) budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually, normally in December, for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall normally be considered by the Council at the budget setting meeting.
- 4.6. Having considered the proposed budget and forecast, the council shall determine its Council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to any earmarked reserve shall be agreed by the council. The Clerk shall agree withdrawals from earmarked reserves but will report these to the Council on the monthly bank reconciliation.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from different suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that there is a legal power available that can be used.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, with exceptions only normally allowed in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £10,000 excluding VAT the Clerk shall endeavour to obtain at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £10,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals, accountants, consultants or planning experts;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- v. Items of a bespoke nature

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be minuted in the Council minutes. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,000 excluding VAT.
- the full council for all items over £5,000

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order over £250 unless instructed to do so in advance or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods where relevant.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with the Nat West bank and CCLA (Public Deposit Fund). The arrangements shall be reviewed periodically for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Where possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A list of such payments shall still be included in the monthly payments at the next appropriate meeting of the council for information only.

6.8. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £1000 excluding VAT, within an agreed budget.
- ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk or RFO certify that there is no dispute or other reason

to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 7.2. All authorised signatories shall be given access to the council's bank accounts, online, when requested.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up and authorise all items due for payment online.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. A full list of all online payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.8. Payment may be made by BACS or CHAPS by resolution of the council providing evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every four years.
- 7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing orders providing evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every four years.

- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and Office Administrator. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Petty Cash

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk, library administrator or other staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly and upon production of a receipt.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other confidential record.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that any repayment claim under section 33 of the VAT Act 1994 shall normally be made biannually where the claim exceeds £1000 and at least annually at the end of the financial year.

12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. Delivery notes shall be obtained where possible and goods must be checked as to order and quality at the time delivery is made.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) including an adequate level of consultation with the electorate where required by law.

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The clerk shall negotiate all claims on the council's insurers in consultation with the RFO.
- 16.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

17. Suspension and revision of Financial Regulations

- 17.1. The council shall normally review these Financial Regulations annually and following any change of clerk/RFO. The clerk/RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, all tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the council or the office administrator. Tenderers will be advised to ensure all bids are provided in sealed envelopes with the name of the tender written on the front
- 4) Where an electronic tendering process is used, the council shall receive all tenders to the clerk's email address. Tender details will not however be reviewed or circulated until the expiry of the deadline for submission.
- 5) Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Approved by the Council 3rd July 2024.

Minute reference:

Donyatt

PARISH COUNCIL

Donyatt Parish Council (DPC) follows the 3-2-1 rule.

All data is backed up daily to an external hard drive. Files are kept securely on a dedicated device. Hard copies are kept of all documents. All files are backed up to Google Drive & iCloud drive

Data backup policy.

The 3-2-1 Rule is a data protection strategy that recommends having three copies of your data, stored on two different types of media, with one copy kept off-site.

As a widely embraced data backup strategy, the 3-2-1 Rule prescribes:

- Maintain three copies of your data: This includes the original data and at least two copies.
- Use two different types of media for storage: Store your data on two distinct forms of media to enhance redundancy.
- Keep at least one copy off-site: To ensure data safety, have one backup copy stored in an off-site location, separate from your primary data and on-site backups.

This rule is a robust guideline for data protection, ensuring redundancy, resilience, and the ability to recover data even in the face of unexpected events or disasters.

By mitigating single points of failure, enhancing data availability, and protecting against corruption, redundancy ensures the safety of critical information. It plays a pivotal role in disaster recovery, adapting to evolving technologies, and meeting compliance requirements. Diversified storage and off-site backups, as recommended by the rule, effectively mitigate various risks, contributing to the overall security and reliability of critical data.

Adopted 2024

DONYATT PARISH COUNCIL RETENTION OF DOCUMENTS POLICY 2024

Donyatt Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management system in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual Councillors may hold records in a hard copy format or electronically at home on their computers. Councillors are strongly advised to undertake 'housekeeping' on a regular basis in line with the retention schedule. On resigning from the Council, Councillors should delete all electronic records that they hold and return all hard copy documents to the Clerk. Resigning Councillors will be asked to sign a declaration to confirm compliance. Councillors should be aware that the records they hold may be subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2000 and the GDPR Regulations.

Retention Schedule of Documents and Records

Under the Freedom of Information Act 2000 Publication Scheme, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. This policy has also been drawn up in the context of the Data Protection Act 2018 and with other legislation or regulations affecting Parish Councils including Audit and Statutes of Limitation.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

All documents that are no longer required for administrative purposes will be disposed of securely e.g. shredded.

This policy will be reviewed annually, unless required earlier by legislation or additional material.

Document Type	Minimum Retention Period	Reason
Agendas and Minutes		
Approved minutes	Indefinite	Archive
Notes of minutes taken at meetings	Until minutes are approved	Management
Agendas and supporting documentation	2 years	Management
Finance		
Income and expenditure accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank statements	6 years	Audit/Management
Paying in and receipt books	6 years	Audit/Management/VAT
Cheque stubs	6 years	Audit/Management
Banking mandate	Until confirmation is received that updated mandate has been implemented	Management
Insurance		
Insurance policies	5 years	Management
Certificates of employers' liability	40 years	Limitation period
Employment (Staff)		
Major employment records e.g. application form (current postholder), letter of appointment, contract	6 years after the period of employment	Management
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary records	Period of employment plus 6 months	Management
Appraisals	Period of employment plus 6 months	Management
Time sheets	Last completed audit year	Audit
PAYE records (payroll)	12 years	Superannuation
Councillor Records		
Declarations of acceptance of office	Term of office	Management
Members register of interests	Term of office	Management
Miscellaneous		
Quotations and tenders	12 years	Limitation period
Title deeds, leases, agreements and contracts	Indefinite	Audit/Management
Asset register	Indefinite	Audit/Management
Accident report forms	3 years	Management/Limitation period
Complaints	2 years after closure	Management

Information requests	2 years after closure	Management
Newsletters, press releases	As long as useful	Management

General correspondence: this will be retained for as long as is relevant, the minimum period is 1 year. An annual review will be carried out and items that have reached their destruction date will be destroyed or considered for archiving.

Planning applications: these are available at Somerset Council. There is no requirement to retain duplicates at parish level. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes which are retained indefinitely. Correspondence received in connection with applications will be retained until the Parish Council's Planning Committee has made a recommendation to Somerset Council.

Donyatt

PARISH COUNCIL

Donyatt Parish Council's (DPC) procurement is conducted in accordance with government and sector guidance and is referenced in our Standing Orders and Financial Regulations which are reviewed annually. The procurement process establishes value for money and is fair and transparent for the purchase of supplies, works and services as defined by the Public Contracts Regulations 2015 legislation. PPC works to the principle of Best Value and seeks tender applications where appropriate on the national government Contracts Finder web site.

The parish council carries out its procurement process in line with the following minimum thresholds:

Value of contract	Minimum procedure
£0 - £2,499	Direct award
£2,500 - £29,999	3 written quotes or prices sought from relevant suppliers of goods, works and/or services and in line with other council policies
Over £30,000	Formal tender process using Government Find A Tender website

Quotes from local suppliers will be welcomed and tender opportunities advertised on social media and the website (as appropriate).

Members will abide by the Code of Conduct to avoid conflicts of interest.

The council's Financial Risk Management Policy provides financial safeguards and is reviewed annually. Procurement will be in line with the council's sustainability goals and in accordance with the PACE Action Plan, as well as the Equality and Diversity Policy, Health and Safety Policy and insurance indemnity. A comprehensive audit record will be maintained. All purchases over £500 are published on the council's web site and the annual accounts are available for public scrutiny.

Review Date: May 2025

Donyatt Parish Council

Volunteer Policy and Procedures

Introduction

1. This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Parish Council. The Parish Council recognizes that volunteering can benefit the council, the community and the volunteers themselves.

Policy

2. The Parish Council maintains a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Council of any changes to those details. If volunteers no longer wish to volunteer they should contact the Clerk to have their details removed from the Volunteer List. The details included in the Volunteer List are presented at Annex A.
3. Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity.
4. If required, appropriate training will be provided in advance of the volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of volunteers and any people who might be affected by the work, as far as reasonable practicable.
5. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. All works undertaken by volunteers take account of the Health & Safety at Work Act.
7. Volunteers working at the sole request of and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.
9. Prior to work commencing, a visual inspection of the site must be carried out to ensure that there are no obvious hazards. These inspections are to be recorded.
10. There should be a method of communication for emergency purposes.
11. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
12. If a volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with Parish Council's Complaints Procedure.
13. A copy of this policy must be given to volunteers the first time they undertake work on behalf of the Parish Council. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

14. A risk assessment should be undertaken before commencement of work. The Parish Clerk is to receive a copy of the risk assessment. An example Risk Assessment is at Annex B.

15. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.
16. Volunteers will be expected to sign the briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other volunteers at risk.
17. On completion of the work, the supervisor is to forward the completed induction brief to the Parish Clerk with a completed summary of the work undertaken. Retention of induction briefs will allow the Parish Council to record work and ultimately acknowledge the contributions to the community made by volunteers.
18. An example Induction Brief and volunteer sign-up sheet is at Annex C.

Parish Council – Volunteer List

The Parish Council Volunteer List is maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:

Litter Pick Risk Assessment for Parish Council

No	ITEM	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
1	Passing Traffic	Be aware of traffic on the roads and road safety	Participants				Briefing at the start of the Litter Pick by the supervisor. Participants access restricted to pavement and footpaths. High visibility vests to be supplied and appropriate traffic warning / controls to be utilised.			
2	Hygiene	Cuts, grazes, germs	Participants				Briefing at the start of the Litter Pick by the supervisor Protective Gloves to be worn. First Aid Kit to cover cuts however minor with tape following consultation as to allergies to tape etc. Warn re avoiding rubbing mouth and eyes whilst working. Wash hands and forearms before eating and drinking, etc or going to the toilet.			
3	Slips, Trips, and Falls	Slips strains, trips and falls due to working on grass verges, lifting heavy objects, working near kerbs	Participants				Briefing at the start of the Litter Pick by the supervisor. Heavy items will not be moved but will be identified and details of location to be recorded then reported by the supervisor/Clerk to the correct Unitary Council Department			

No	ITEM	HAZARD	PERSONS IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
				SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE		SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE (RESULT)
4	Hazardous Waste	Syringes, liquids in bottles and gas canisters etc	Participants				Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department Gloves will be issued to participants			
5	Fly Tipping	Waste too heavy or too high volume – unsuitable for manual handling	Participants				Briefing at the start of the Litter Pick by the supervisor and any items to be identified and details of location to be recorded then reported by the supervisor/Clerk to the correct Unitary Council Department			
6	Adverse Weather	Risk of sunstroke and sunburn from hot weather. Risk of trips and slips in wet weather.	Participants				Consider weather forecast before confirming litter picking event. Wear appropriate clothing/hat/footwear. Drink plenty of water. Take suitable rest breaks.			
7	Other Dangers	Giant Hogweed Skin irritation, rashes blistering	Participants				Briefing at the start of the Litter Pick by the Organiser a photograph shown of the plant to help with identification and any plants identified, details of the location to be recorded then reported by the organiser/Clerk to the correct Unitary Council Department. Gloves issued to participants.			

RISK ASSESSMENT CARRIED OUT BY:

Signature:

Date:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)						
Very Likely (8)						
Likely (6)						
May Happen (4)						
Unlikely (2)						
Very Unlikely (1)						

Score	Priority	Action
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required

PARISH COUNCIL – [TASK NAME] INDUCTION BRIEF AND VOLUNTEER ACKNOWLEDGEMENT

Supervisor:

Date:

Start Time:

Finish Time:

Location: (To be defined by supervisor)

•

Description of Activity: (To be summarised by supervisor)

•

Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes))

•

•

•

Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches and ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

First Aid:

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.

7 VOLUNTEER ACKNOWLEDGEMENT

- I understand the scope of work described by the supervisor and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.

Name (Printed)	Contact Details Unchanged (Tick to confirm)	Signature

POST ACTIVITY COMMENTS

The proposed building is a general purpose agricultural building.

Peasmarsh Iminster Somerset

Ref. No: 24/01009/AGN | Received: Wed 24 Apr 2024 | Validated: Wed 24 Apr 2024 | Status: Decided

construction of a roof to cover over an open agricultural cattle loafing yard area.

Valley View Farm Stibbear Lane Donyatt Iminster Somerset TA19 0SQ

Ref. No: 24/00959/AGN | Received: Tue 16 Apr 2024 | Validated: Tue 16 Apr 2024 | Status: Decided

Speed-readings and pre-consultation update for a proposed 40 mph speed limit for Sea, Donyatt. June 2024.

Good afternoon, Julie & Mark.

As discussed during our meeting held on 13th March 2024, attended by yourselves on behalf of Donyatt Parish Council and Ilminster Town Council, I am contacting you as I am now in receipt of the speed and volume data recorded along Greenway/Old A3037, which aids in addressing concerns raised by the Parish and Town Council regarding road safety.

The data sets generated from the speed-reading devices, were deployed on site between 21/05/2024 – 30/05/2024. The devices were operational 24 hours a day with speed and volume analysis collected.

Data analysis table:

Radar location	Mean Speed (mph)	85 th percentile Speed (mph)
Greenway, Sea (Site 01)	39.4	47.0
Greenway, Sea (site 02)	36.6	45.0

As you can see from the data obtained, given existing mean vehicle speeds are below 40mph, it would be feasible to introduce a 40mph speed limit which would prove to be self-enforcing without the need for engineered traffic calming measures.

As the recorded speeds are already low, it is worth considering if the community would see a benefit to introducing a posted limit. There is a mandatory signing requirement which would mean additional posts, signs and road markings which may not be well received due to the environmental impact and the change in 'street scene'.

As part of Somerset Councils pre-consultation process, I submitted a full report which included the data above to Avon & Somerset Police for their consideration. The Police authorities Traffic Management officer has indicated that they are content for me to proceed with the formal statutory consultation process, during which, all statutory consultees will be made aware of the proposal and are able to either show their support or object.

Next steps:

Please fully consider the information and data provided within this email. As previously discussed, if Donyatt Parish Council and Ilminster Town Council would like to pursue the implementation of a 40mph speed limit, the scheme must be fully funded by your councils.

The new speed limit would cover the extent shown on the plan below, highlighted in solid red. This extent would include the areas your councils have raised as a matter

of concern for local residents which includes the Sustrans National Cycle Route crossing point, the full length of Sea and the Factory and Trading Estate private junctions adjoining Greenway.

This proposal would meet the principal aim in determining appropriate speed limits that should provide a consistent message between speed limit and what the road looks like, and for changes in speed limit to be reflective of changes in the road layout, function and characteristics. Within DfT guidance it states, a speed limit of 40 mph may be considered for roads with a predominantly local, access or recreational function,

Donyatt Parish Council and Ilminster Town Council have previously agreed to meet the costs of deploying the speed-reading radars. The cost to your councils stands so far at £500.00. I have attached the communications received which supports this.

If you would like to proceed with the next step of drawing up a formal Traffic Regulation Order to be advertised as part of the Statutory Consultation process, I need confirmation and agreement from you both, that you have available funds to cover this schemes Traffic Regulation Order administrative costs and scheme implementation costs. It is estimated that the cost could be up to £10,000. The cost depends on the amount of officer time required to address potential objections as part of the statutory consultation stage which I cannot pre-determine.

If your councils decide not to pursue this scheme, an invoice will be raised and sent to Ilminster Town Council/Donyatt Parish Council (to be confirmed) for the sum of £500.00.

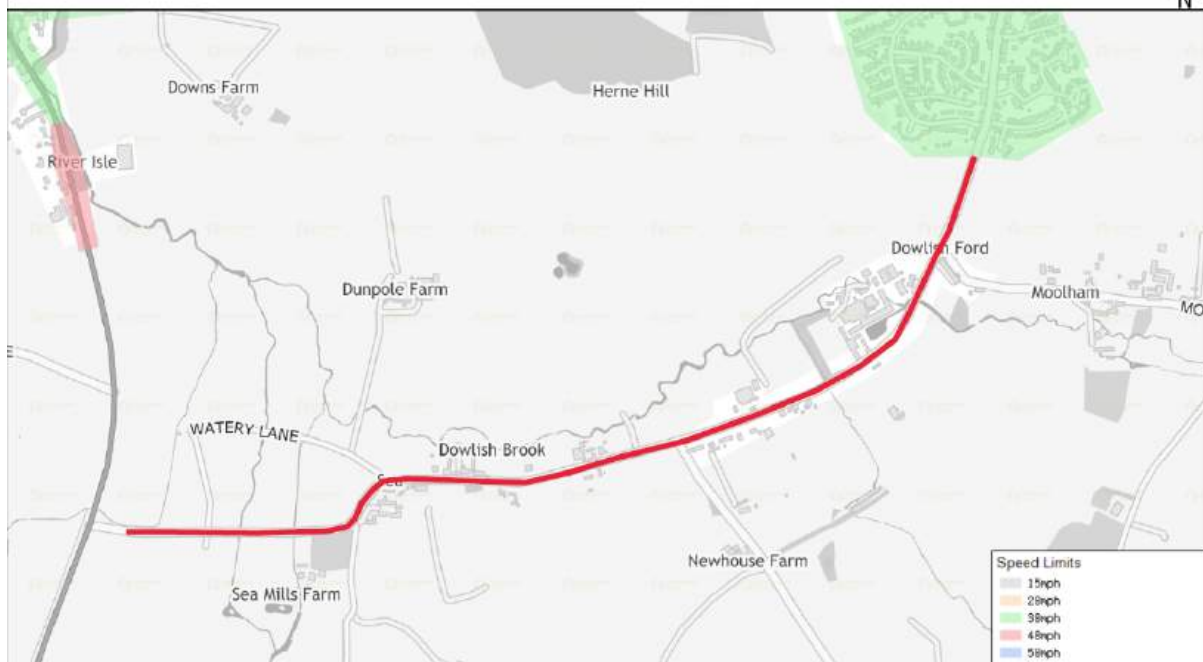
If your councils decide to pursue this scheme, the sum of £500.00 will be added to your overall scheme cost and will be included within the invoice sent to Ilminster Town Council/Donyatt Parish Council (to be confirmed) once the scheme has been delivered.

I trust this is of assistance, however, please let me know if you have any further questions.

Kind regards

Rebecca Vaughan
Traffic Engineer
Somerset Council

Proposed 40mph speed limit - Sea (shown in red below)



Somerset
Council

Somerset
Council
County Hall
Taunton
TA1 4DY
0300 123 2224

Scale: 1:9000

Centre: 335195, 113307

Date produced: 2024-06-10
13:53:41

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DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Meeting of the Parish Council on
Wednesday 4th September 2024 At 7pm in the David Willis Room.



Clerk to the Council

AGENDA

- 1 TO RECEIVE ANY APOLOGIES FOR ABSENCE
- 2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS
- 3 PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS
- 4 TO APPROVE MINUTES OF THE MEETINGS HELD ON 3rd July 2024
- 5 TO APPROVE MINUTES OF EGM 28TH JUNE 2024 & 15TH JULY 2024
To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website)
- 6 REVIEW ACTION POINTS REVIEW AND UPDATE FROM LAST MEETING HELD ON 3rd July 2024
- 7 TO RESOLVE TO CLOSE NATWEST RESERVE ACCOUNT AND TRANSFER FUNDS TO UNITY BANK INSTANT ACCESS A/C
- 8 TO AGREE UNITY BANK BALANCE TRANSFER TO INSTANT ACCESS AND SET PARAMETERS.
- 9 FINANCIAL REPORT.
 - Approve & sign Bank statements
 - Approve & sign bank reconciliations
 - Approve & sign schedule of payments
- 10 PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .
- 11 DPC INSURANCE RENEWAL – current cover against declared asset list.
- 12 Proposal to fund new football posts/nets for DRAC, quote attached.
- 13 ONGOING ISSUES:
 - Speed Indicator devices – Cllr Attlesey
 - Traffic through Sea – Cllr McKenzie
 - Canal Way Development – Cllr D Light
 - Drainage & Flood Prevention – Cllrs D Light/J Attlesey
 - Village Events: Cllr K Light – V E Day 2025, options to be discussed.
 - Devolution of SC services- Cllr D Light
 - Enhanced Highway Maintenance pilot SCC
 - Rec Field ownership – Clerk
 - Website update re Vision IT
- 14 MATTERS FOR REPORT ONLY
 - Summary of agreed actions from the meeting.
 - Discussion of urgent action.
 - Items to be included for the next agenda.
11. Date, time and venue for the next meeting.

*Zannette Bougourd – Clerk to Donyatt Parish Council
clerk.donyattpc@gmail.com*

DONYATT PARISH COUNCIL

Minutes of Extraordinary Meeting held on 28th June 2024 @ 7pm, in the David Willis Room, Donyatt Village Hall.

Present: Cllr J Attlesey, Vice Chairman, Cllr J McKenzie, Cllr M Grabham, Cllr S Payne.

- 1 **APPROVAL OF AUDITORS REPORT PREPARED BY PATAS FOR THE YEARS 2023/4.** It was noted that the request for a completed AGAR form had been fulfilled prior to Auditor sign off. Other recommendations were considered "housekeeping" and would be brought back to a future meeting. The Auditor's report was approved. Proposed by Cllr Attlesey, Seconded by Cllr S Payne, approved unanimously.

2 TO APPROVE THE ANNUAL GOVERNANCE AND RELIABILITY RETURN.

24/55 Following additional information supplied after the Parish Council Meeting held on the 3rd May, the AGAR documents approved at that meeting shall be declared null and void.

24/56 The Council propose that the AGAR documents approved on 3rd May be declared null and void. Proposed: Cllr Attlesey, seconded Cllr McKenzie.

3 The updated and auditor approved documents detailed below require approval before 30th June 2024.

24/57 To certify the council as exempt from a limited assurance review. Proposed Cllr Attlesey. Seconded Cllr Payne. Approved unanimously and signed.

24/58 To approve and sign the Annual Governance Statement. Proposed Cllr Attlesey, seconded Cllr McKenzie. Approved unanimously and signed.

24/59 To approve and sign the Annual Accounting Statements. Proposed Cllr Attlesey, seconded Cllr Payne. Approved unanimously and signed.

The meeting closed at 7.15pm

DONYATT PARISH COUNCIL

Minutes of the extraordinary meeting held on Monday 15th July 2024 @ 6PM in the

David Willis Room, Donyatt Village Hall.

Present@ Cllrs D Light, Chairman, J Attlesey, Vice Chairman, K Light, J McKenzie & S Payne.

Apologies for absence: Cllr M Grabham.

To approve the proposal that: Donyatt PC continue to work with Ilminster Town Council to install speed restriction notices, including road markings and signposts noting maximum speed of 40 mph through the Hamlet of Sea which borders the parishes of Donyatt & Ilminster in Somerset. Proposed by Cllr D Light. Seconded Cllr K Light. Unanimously approved.

To approve the following resolution:

At an EGM held on Monday 15th July 2024, Donyatt Parish Council resolved to continue to work with Ilminster Town Council to install speed restriction notices including road markings and signposts noting maximum speed of 40 mph through the Hamlet of Sea which borders the parishes of Donyatt & Ilminster in Somerset. Proposed by Cllr D Light. Seconded Cllr S Payne. Approved unanimously.

To approve the proposal that: Donyatt PC agree to contribute up to £3,000.00 towards the cost of installing speed restrictions through the Hamlet of Sea, which borders the parishes of Donyatt & Ilminster in Somerset. This is dependent upon the final figure for the total installation of the speed limit as determined by Somerset Council. Proposed by Cllr D Light. Seconded Cllr S Payne. Approved unanimously.

To approve the following resolution:

At an EGM held on Monday 15th July 2024, Donyatt Parish Council resolved to contribute up to £3,000.00 (three thousand pounds only) towards the cost of installing speed restrictions through the Hamlet of Sea, which borders the parishes of Donyatt & Ilminster in Somerset. This is dependent upon the final figure for the total installation of the speed limit as determined by Somerset Council. Proposed by Cllr D Light. Seconded Cllr J Attlesey. Approved unanimously.

To notify Ilminster TC of the agreed resolutions. The Clerk was instructed to notify Ilminster Town Council and email a copy of the minutes of the meeting immediately following approval by Councillors.

Cllr D Light

Chairman

DONYATT PARISH COUNCIL

Minutes of the meeting held on Wednesday 3rd July 2024 at 7pm in the David Willis Room.

Present: Cllrs D Light, Chairman, J Attlesey Vice Chairman, Julia McKenzie, Mike Grabham, Steve Payne & Kay Light.
Clerk: Zannette Bougourd.

- 24/60 **TO RECEIVE ANY APOLOGIES FOR ABSENCE.** None received.
- 24/61 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS .** None applicable.
- 24/62 **PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS,** No members of the public present. The June report from Cllr S Osborne was noted.
- 24/63 **TO APPROVE MINUTES OF THE MEETINGS HELD ON 3rd MAY 2024**
 To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website (donyattpc.co.uk). The minutes were approved unanimously and signed.
- 24/64 **REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 3rd May 2024**
- 24/65 **Clerk overtime:** A request for overtime to cover time spent preparing for Audit and developing new website was approved. Proposed Cllr K Light. Seconded Cllr D Light. Approved unanimously.
- 24/66 **Clerk Contract:** An addendum to the Clerk's contract to regularise the Clerk's hours to 5hrs per week was approved. Proposed Cllr K Light. Seconded Cllr D Light. Approved unanimously
- 24/67 **Clerk Salary:** The breakdown of the Clerk's salary was approved. Proposed Cllr K Light. Seconded Cllr D Light. Approved unanimously.
- 24/68 **Highways:** Cllr Payne has taken over the highways liaison with SCC and Bill Porritt has now met with Cllr Payne to pass over all documentation. It was noted that SCC are intending to pass responsibility for verge cutting onto Parishes. Cllr Grabham noted that historically the hedges are the responsibility of the farmer and the verges SCC. Clerk to forward all highways emails to Cllr Payne.
- 24/69 **Resilience Group Meeting:** Meeting for all local Cllrs to discuss an Emergency Plan where communities can help each other in times of need. Noted this is part of the devolution of services by SCC. Cllr McKenzie will attend.
- 24/70 **FINANCIAL REPORT.** The financial report up to and including the 3rd July 2024 was approved. Proposed Cllr S Payne. Seconded Cllr D Light. Approved unanimously
- 24/71 **Approve Bank statements.** The Natwest bank statements were approved. Proposed Cllr S Payne. Seconded Cllr D Light. Approved unanimously
- 24/72 **Approve bank reconciliations.** The bank reconciliations were approved. Proposed Cllr S Payne. Seconded Cllr D Light. Approved unanimously
- 24/73 **Approve schedule of payments.** The schedule of payments was approved. Proposed Cllr S Payne. Seconded Cllr D Light. Approved unanimously
- 24/74 **ADOPTION OF POLICIES:**
- 24/75 **Document Retention Policy.** Approved and adopted
- 24/76 **Data Backup Policy.** Approved and adopted.

- 24/77 **Procurement Policy.** Approved and adopted
- 24/78 **Volunteer Policy.** This policy was considered to be disproportionate for Donyatt Parish and was not approved. Cllr D Light maintains a list of volunteers and co-ordinates with them as and when necessary.
- 24/79 **NALC Financial Regulations 2024.** Approved and adopted.
- 24/80 **PLANNING APPLICATIONS FOR CONSIDERATION.** The Clerk tabled two agricultural planning notices. DPC has no input into agricultural decisions, but the Council wish to note them whenever possible.
- 24/81 **ONGOING ISSUES:**
- 24/82 **Speed Indicator devices** – Cllr Attlesey. A speed indicator device has been purchased and installed on the A358 just before the Village. It is proving effective and will be relocated periodically to maintain effectiveness. The Council thanked Cllr Attlesey for his work with this matter.
- 24/83 **Traffic through Sea** – Cllr McKenzie reported that following a meeting with local business, who had previously indicated willingness to contribute to the cost, this contribution was no longer available. SCC Traffic Management require a commitment from Ilminster & Donyatt PCs that funding will be met in full through the Councils. Final costings are not currently available, a maximum figure of 10K has been mentioned, although the actual cost should be significantly less. Cllr McKenzie noted some considerable frustration with the current situation. A proportional contribution from Ilminster was discussed, also a possible contribution from Knowle St Giles and local fund raising to cover the costs. SCC Traffic Management & local Police endorse the scheme. Cllr D Light asked that the Clerk evaluate the current budget and report back if funds can be allocated. There is a full Council meeting of Ilminster PC on 16th July 2024, a letter confirming Donyatt's commitment to funding has been requested prior to this meeting. The Council noted that Cllr McKenzie had progressed the matter with more success than at anytime previously and the Council thanked her for her efforts. DPC remain committed to installing speed control measure in Sea and will continue to pursue the matter. A detailed breakdown of costs will be requested by Cllr McKenzie from SCC Traffic Management.
- 24/84 **Canal Way Development** – Cllr D Light reported that the scheme is developing slowly, however, planning permission has been granted and DPC will continue to try and influence the details that affect Donyatt and in particular the cycleway. Persimmon have not agreed the amount of contribution to the cycleway. Cllr D Light working with Sustrans will continue his efforts to secure funding. Concern remains regarding access, size of development and time schedule for building the houses. It is anticipated that circa 60 houses will be built per annum, over a possible five to six years.
- 24/85 **Drainage & Flood Prevention** – Cllrs D Light/J Attlesey are due to meet with Derek Davies from SCC on site at Stibbear Lane to try and progress flood prevention.
- 24/86 **Village Events:** Cllr K Light noted that the D Day event was a great success, the Council thanked them for their efforts. 8th May 2025 will mark the 80th anniversary of VE Day. Cllrs D&K Light consider they have arranged previous events and that the next event should be organised by other Village residents.
- 24/87 **DPC Website(inc updates)** The Clerk noted that the new website was working well, all the relevant information had been transferred across and requested that the "old" site was no longer used. Agreed that all notices etc would now be on the new website, Clerk to request a notice in Donyatt Despatch. The "old" website hosting will not be renewed.
- 24/88 **Devolution of SC services-** Cllr D Light - no current updates. Awaiting further information from SCC. Clerk noted that SCC may not maintain road verges and refer to landowners.
- 24/89 **Rec Field ownership** – The Clerk had not progressed this, however it was noted that there may be an opportunity to classify the Recreation Field as a Village Green. Cllr Grabham confirmed that the area had been used as a community facility for more than 20 years.
- 24/90 **Banking** -The Clerk reported that the papers instructing the opening of account and closing the existing account had not been received by Unity Bank despite being posted as next day guaranteed delivery. After a complaint and communication with Unity Bank, the papers have now been located. One form required signing by all signatories and the account should be opened on the 4th July 2024. Cllrs D Light & J Attlesey signed the form for email submission immediately after the meeting. Cllr D Light noted that changing bank

accounts had been a prolonged process, not completed by previous clerks, but the matter is now almost complete.

24/91 MATTERS FOR REPORT ONLY

- **Summary of agreed actions from the meeting.**

Clerk: email Donyatt Despatch re new DPC website.

Clerk: – email form to Unity Bank

Clerk - upload to website approved policies

Cllr Attlesey – obtain data from SID, ask supplier for quote for second SID.

Cllr McKenzie – work with Clerk to draft letter to SCC Traffic Management re DCP commitment to traffic management, and request cost breakdown.

Clerk- investigate Village Green status requirements

Cllr K Light – ask Donyatt Recreation Area Committee re organising 80 anniversary VE day event.

Clerk: to forward all highways emails to Cllr Payne

Cllr McKenzie to attend Resilience Group Meeting 31/7/24 @ 6.30pm

- Discussion of urgent action. Request for contribution to cost of tow rope at D Day event. Deferred to next meeting.
- Items to be included for the next agenda.

24/92 Date, time and venue for the next meeting. 4th September 2024 @ 7pm, David Willis Room, Donyatt Village Hall.

24/93 Meeting closed @ 8.40pm

[illegible]

Payments for authorization

Payments due August/Sept 2024			
Invoice date	Payee	Description	Amount
06/08/24	Z Bougourd	Clerk Salary August	174.52
06/08/2024	HMRC	PAYE	133.20
04/09/2024	DVH	Hall hire	16.00
06/09/24	Z Bougourd	Clerk salary Sept	246.16
06/09/24	HMRC	PAYE	61.54
04/09/24	SALC	Annual subscription	130.08
04/09/24	SALC	Historic invoice	50.00
15/08/24	K Light	Paper	4.29
15/08/24	K Light/E Busby	Gifts re electricity D Day	17.50
15/08/24	K Light	Petrol/Generator D Day	19.11

Proposed by.....

Seconded.....

Chairman:

Approved 03/09/24

Donyatt PC 03/09/2024					
Current Account					
Opening balance					7077.57
INCOME					
Date					
29/04/2024	Precept				14463
PAYMENTS					
Date	Chq no:	Payee	Description	Amount	
04/04/2024	1157	DVH	Hall Hire	17.00	
08/05/2024	1159	K Light	D Day event	64.47	
08/05/2024	1162	Z Bougourd	Clerk salary April/May	461.20	
08/05/2024	1165	Z Bougourd	Refund SCLL training	108.00	
13/05/2024	1167	DVH	DVH Grant	2500.00	
23/05/2024	1163	HMRC	April PAYE	57.60	
23/05/2024	1164	HMRC	May PAYE	57.60	
23/05/2024	1168	DVC	C2024 Church grant	1000.00	
28/05/2024	1161	ELAN City	SID	2807.99	
04/06/2024	1169	DRAC	2024 Grant	1250.00	
21/06/2024	1166	DVH	Hall hire	16.00	
04/07/2024	1175	Z Bougourd	Clerk salary June/July	461.20	
04/07/2024	1177	Z Bougourd	Postage	19.75	
05/07/2024	1160	Loo Hire	D Day WC Hire	120.00	
05/07/2024	1174	R Payne	Defib batteries	246.00	
09/07/2024	1179	Z Bougourd	Refund Fish & Chip van hire	1188.70	
09/07/2024	1180	Z Bougourd	Overtime	358.56	
				10734.07	
			Balance	10806.50	
Reserve Account					
Opening balance					611.87
Date	Interest				
30/04/2024	0.8		0.8		
31/05/2024	0.75		0.75		
28/06/2024	0.68		0.68		
31/07/2024	0.8		0.8		
30/04/2024	Balance		614.9		

Donyatt PC 03/09/2024							
Current Account							
Opening balance 15/7/24					10806.5		
INCOME							
Date							
05/07/2024	Unity Bank	Good will pmt			50		
11/07/2024	KK Catering	Fish & Chip takings			447		
					11303.5		
PAYMENTS							
Date	Chq no:	Payee	Description	Amount			
23/07/2024	FPD	DVH	Hall Hire	16			
23/07/2024	FPD	PATAS	Audit	150			
24/07/2024	FPD	Z Bougourd	Amazon	33.88			
30/07/2024	FPD	HMRC	PAYE	115.2			
12/08/2024	FPD	HMRC	PAYE	133.2			
12/08/2024	FPD	Z Bougourd	August salary	174.52			
					622.8		
Balance c/f					10680.7		

[illegible]

The Insured: Donyatt Parish Council
Policy No: 100723637BDN/LCO02814



Local Councils

Policy Schedule

09/01/2024

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Donyatt Parish Council
Correspondence Address:	9 Redgate Park Crewkerne Somerset TA18 7NL
Business:	Local Council
Schedule produced on:	09/01/2024
The county association of local council you are affiliated to:	Somerset
Population of Council Area:	Up to 500

Period of Insurance

Effective dates	From:	21 January 2024
	To:	20 January 2025
Renewal date:		21 January 2025
Long Term Undertaking:		Not Applicable

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£414.74
Insurance Premium Tax:	£49.77
Total Amount Due (excluding Terrorism):	£464.51
Overall Annual Premium:	£414.74
Overall Insurance Premium Tax:	£49.77
Policy Administration Fee:	£45.00
Overall Amount Due:	£509.51

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£50,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	Not Insured	Not Insured
Contents	£7,500	£9,000
Other Property Insured away from the Premises		
Street Furniture	£20,000	£24,000
Walls, Gates and Fences	£7,500	£9,000
Playground Equipment	£40,000	£48,000
CCTV Equipment	Not Insured	£0
War Memorials	£20,000	£24,000
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£5,000	£6,000
Sports Equipment	£5,000	£6,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

Section Excess: £250

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
Public and Products Liability Extensions - Sub-Limits			
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£50,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome); or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above, or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FIREWORKS_23] - Firework Displays & Bonfires

If in relation to any claim for Damage to the Property Insured You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim. You must ensure in connection with firework displays or bonfires organised by You that,

1. You consult the relevant authorities at least seven days before the event
2. You comply with any recommendations or instructions of the
 - a. relevant authorities including the Health and Safety Executive
 - b. fireworks manufacturers
3. You organise the event in accordance with guidance from the Health and Safety Executive
4. fireworks used must be obtained from a company complying with the firework regulations concerning the manufacture and supply of fireworks. All fireworks must be British Standard BS 7114: 1988 and not modified.
5. the display and bonfire must be at least 20 metres away from
 - a. The Premises
 - b. vehicles owned by you
 - c. flammable or other Dangerous Substances as defined in The Dangerous Substances and Explosive Atmospheres Regulations 2002 and all combustible materials

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[PL002_23] - Skateboard Parks

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim. You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified, or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[PL003_23] - Injury to Participants Exclusion

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Select for Local Councils Parish Council Package

Summary of cover



This leaflet provides a summary of the significant features, benefits and limitations of the cover provided by the Zurich Municipal Select for Local Council Parish Council Package policy. The full terms, conditions and exclusions are shown in the Select for Local Councils policy document. For full details of the cover, please refer to the policy document.

The standard duration of this non-investment insurance contract is 12 months.



Public Liability

Covers you and any volunteers helping you in respect of your legal liability for damages and claimants' costs and expenses arising from (a) accidental bodily injury including death, illness and disease and (b) accidental damage to third party Property as a result of a negligent act or accidental error or accidental omission.

Significant features and benefits	Significant and unusual exclusions or limitations
Abuse – Limit of Indemnity in schedule for claims made in any one period of insurance Court Attendance – Limit £500 per day Contingent Motor Liability Consumer Protection Act Corporate Manslaughter defence costs – Limit of Indemnity in schedule Damage to reputation – up to £50,000 – should you suffer a loss in excess of £1,000,000 Data Protection – Limit £1,000,000 any one period of insurance Defective Premises Act Environmental clean up costs – Limit £1,000,000 any one period of insurance Financial Loss Food Safety Act defence costs Health & Safety at Work defence costs Indemnity to other persons Legionella – Limit of Indemnity in schedule any one period of insurance Personal Liability	Asbestos Claims brought in USA/Canada courts jurisdiction Cyber – no cover for liability arising out of any unauthorised acts which result in disruption/failure of any computer equipment which processes, stores, transmits or receives data Medical malpractice Motor Pollution and contamination – sudden and unforeseen only covered Professional liability for errors or omissions involving advice, design or specification Products liability under contract Property held in trust Replacing or rectifying products Vessels or craft



Employers' Liability

Covers you in respect of your legal liability to Employees (including volunteers) for damages and claimants, costs and expenses arising from accidental bodily injury including death, illness and disease and Legal defence costs.

Significant features and benefits	Significant and unusual exclusions or limitations
Court attendance – £500 per day Corporate Manslaughter defence costs – Limit of Indemnity in schedule Damage to reputation – up to £50,000 – should you suffer a loss in excess of £1,000,000 Health & Safety at Work defence costs Indemnity to other persons Legal defence costs Unsatisfied court judgments Work experience placements covered	Offshore exposures Passengers in motor vehicles



Libel and Slander

Provides cover in respect of libels or slanders committed by employees or members in the course of your business.

Significant features and benefits	Significant and unusual exclusions or limitations
Cover is provided to members and employees – Limit of Indemnity in schedule for claims made in any one period of insurance	An excess of 10% or £1,000, whichever is the lower, of each claim Claims in respect of exemplary or punitive damages Losses arising from malicious falsehood or injurious falsehood Claims reported more than 12 months after the cancellation of the policy



All Risks

This cover provides indemnity for specific items on a broader basis than that offered under Material Damage, for example, whilst away from the usual premises.

Significant features and benefits	Significant and unusual exclusions or limitations
Cover provided anywhere within the territorial limits Capital Additions and alterations – Limit £1,000,000 Computer breakdown – up to £5,000	Communicable Diseases no indemnity will be provided arising directly or indirectly from a communicable disease or the fear or threat of a communicable disease Defective design or Workmanship Property more specifically insured Theft from an unattended vehicle Inherent Vice or Latent Defect

Significant features and benefits	Significant and unusual exclusions or limitations
	Wear and Tear Gradually operating causes Unexplained disappearance Single Article limits apply for: • Computer Equipment £2,000 • Fine Arts and Jewelry £2,500 • Civic Regalia £2,500 • Play equipment £10,000 (where cover is operative)



Money

This cover insures you against loss or damage to 'money'.

Significant features and benefits	Significant and unusual exclusions or limitations
Personal Effects – Limit up to £500 per person Personal Injury: • Death, Loss of Limb or Loss of Sight and Permanent total disablement – up to a maximum of £10,000 per person • Temporary total disablement – up to £150 per person per week Replacement of safe/strongroom keys – £1,000 Unattended vehicles – up to £100	Excess: An excess applies each and every loss Breakdown of machines and cash dispensers Error or omission arising from receipts, payments or accounting practice Fraud or dishonesty of your employees not discovered within 72 hrs



Fidelity Guarantee

Provides cover for loss of money or other property belonging to the insured occurring as a direct result of any act of fraud or dishonesty by an employee.

Significant features and benefits	Significant and unusual exclusions or limitations
Auditors' Fees – no more than 10% of claim Automatic reinstatement of Sum Guaranteed (additional premium may be due)	Excess: An excess applies each and every loss Loss must be reported within 24 months Any loss unless the insured within 6 weeks of engaging an employee obtains written references going back for a period of 3 years



Personal Accident

This cover provides agreed benefits, payable to you, in respect of selected categories of Insured Persons should they suffer bodily injury resulting in death, serious disabling injuries or permanent total disablement during the Operative Time.

The Operative Time of cover normally chosen relates to the Insured Persons carrying out their official duties on your behalf. Insured Persons will usually be your employees, members of your governing body or people volunteering to work with you.

The cause of the bodily injury will be a sudden, unforeseen and identifiable occurrence which could include an assault or an accident in general.

Significant features and benefits	Significant and unusual exclusions or limitations
For under 75 year olds, cover can be extended to include Temporary Disablement or Permanent Partial Disablement Disablement is measured against inability, due to injury, to engage in any occupation for the remainder of the Insured Person's life For your own employees over 16 and below state retirement age, cover is widened to refer to inability to engage in their usual occupation with you Cover automatically includes additional benefits for: Childcare and domestic staff costs – up to £500 per week for 26 weeks Coma benefit – up to £375 per week for 104 weeks Damage to personal effects following an occurrence insured – up to £500 Dental injury expenses – up to £2,000 Dependants' benefit – up to £50,000 (£5,000 per child) Disability assistance – up to £20,000 Disappearance Domestic travel expenses – up to £5,000 Exposure to the elements Facial scarring – up to £10,000 Funeral expenses – up to £10,000 Hijack or kidnap Hospitalisation benefit – up to £375 per week for 52 weeks Medical expenses – up to £20,000 Moving costs – up to £20,000 Physiotherapy – up to £500 Rehabilitation support Retraining expenses – up to £15,000	Persons over the age of 90 Benefits are only paid where death or disablement occurs solely from the original occurrence insured and independently of any other cause, with a 24 month limitation Sickness, disease or degenerative condition, suicide or self-harm Additional benefits listed are subject to certain limitations in scope and amount as shown in the policy Claims arising from travel to any destination where the Foreign, Commonwealth & Development Office advises against travel War in the home country or a secondment destination The policy provides an overall maximum event limit of £5,000,000 regardless of the number of Insured Persons involved in an occurrence This limit is reduced to £1,000,000 for multi-engined aeroplane travel and £500,000 for all other air travel



Significant features and benefits	Significant and unusual exclusions or limitations
'Standard' cover includes Employment Disputes, Compensation Awards, Service Occupancy, Legal Defence, Statutory licence appeal and Tax Protection Property Protection and Bodily Injury, Contract Disputes, Debt Recovery We provide Employment Practices Liability as standard, removing the requirement of a "more reasonable than not" chance of success	Compensation awards maximum is £1,000,000 in any one period of insurance Any involvement in any joint venture, consortium or other profit sharing scheme In respect of employment disputes any redundancy within the first 180 days of inception of the cover In respect of contracts any dispute concerning an amount under £500 Compensation awards relating to trade union activities Claims arising from a parking offence Employment disputes which arise within the first 90 days of inception



General exclusions

Loss or damage caused by:

- Date Related Incidents
- Northern Ireland Civil Commotion
- Nuclear and War Risks, Government or Public Authority Order
- Sonic Bangs
- Terrorism
- Radiation.



Insurance Act 2015

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which aims to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Act. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy.

Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.



Our complaints procedure

We are committed to providing a high level of customer service. If you do not feel we have delivered this, we would welcome the opportunity to put things right for you.

Many concerns can be resolved straight away. Therefore in the first instance, please get in touch with your usual contact at Zurich as they will generally be able to provide you with a prompt response to your satisfaction. Contact details will be provided on correspondence that we or our representatives have sent you.

If we can resolve your complaint to your satisfaction within the first few days of receipt, we will do so. Otherwise, we will keep you updated with progress and will provide you with our decision as quickly as possible.

If you are not happy with the outcome of your complaint, you may be able to ask the Financial Ombudsman Service to review your case.

We will let you know if we believe the ombudsman service can consider your complaint when we provide you with our decision. The service they provide is free and impartial, but you would need to contact them within 6 months of the date of our decision.

More information about the ombudsman and the type of complaints they can review is available via their website www.financial-ombudsman.org.uk.

You can also contact them as follows:

Post: Financial Ombudsman Service, Exchange Tower, London, E14 9SR

Telephone: 08000 234567 (free on mobile phones and landlines)

Email: complaint.info@financial-ombudsman.org.uk

If the Financial Ombudsman Service is unable to consider your complaint, you may wish to obtain advice from the Citizens Advice Bureau or seek legal advice.



The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation should we be unable to meet our obligations.

You may contact the FSCS on 0800 678 1100 or further information is available at www.fscs.org.uk.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd

A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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Parish Council Package Cover

Specialist insurance designed specifically for parish and community councils with a precept up to £30,000



Why choose Zurich?

With Zurich, you'll have peace of mind of being with an insurer that understands parish and community councils, with over 25 years' experience in the sector. You'll also benefit from:

- An account management service** – should you need to talk to us about your quote or policy.
- Excellent customer service** – we're winners of Feefo's Platinum Trusted Service Award 2022.
- Access to risk management support** – to help you keep your community safe.
- A specialist claims team** – who help minimise disruption.

What's included in the package?

This package includes the following covers and limits:

- **£12,000,000 Public Liability** – to protect your council and your volunteers from claims made by third parties in the event of injury or property damage. Cover is extended to include financial loss claims as a result of employee and councillor errors or omissions.
- **£10,000,000 Employers' liability** – to protect your council if it is found to be legally liable for causing an injury to an employee whilst they are carrying out their work duties.
- **£250,000 Legal Expenses** – provides legal defence for your council for legal disputes, including employment related disputes.
- **£250,000 Fidelity Guarantee** – protecting your council against the loss of money and/or property which you may suffer as a result of a dishonest or fraudulent act by an employee or councillor.
- **£250,000 Libel and Slander** – cover in respect of libels (written) or slanders (spoken) committed by employees, trustees or directors in the course of your business.
- **Personal Accident** – providing a financial payment which you can choose to give to your employees, clerk, councillors or volunteers if they are accidentally injured while performing their duties. Your schedule will show details of cover.
- **Money cover** – in case money is stolen or damaged whilst under the supervision of employees or councillors. This covers money kept in safes or in transit to a bank and includes notes, coins, cheques, postal orders and postage stamps. Your schedule will show details of cover.
- **All risks contents cover** – to cover the cost of repair or replacement of items owned by your council such as benches and bus shelters. This cover can be extended, for an additional premium, to include playground equipment, memorials, monuments & statues. Your schedule will show your level of cover. Please note buildings cover is not included.

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(173008077) (P0144895) (03/22) TCL- T389c NH011122

Buying your insurance is simple.

- 1 Get a quote online**
All we need is your council name, contact details and insurance start date.
- 2 Save quote**
We'll send you quote documents which you can share with your committee.
- 3 Log in and retrieve your quote to buy**
It will only take two minutes. Your invoice will include details of how to pay (by cheque or bank transfer.)

Contact us

We're here to help

- ☎ **0800 077 8552**
- ✉ **enquiries.team@uk.zurich.com**
- 🌐 **zurich.co.uk/parishcouncil**



Mrs Zannette Bougourd
Donyatt Parish Council (South Somerset)
9 Redgate Park
Crewkerne
TA18 7NL

Select for Local Councils Policy Schedule (Quote)

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number	TBC
Insured	Donyatt Parish Council (South Somerset)
Business	Parish Council
Period of Insurance	
From	30/09/2024
To	29/09/2025

and any other period for which cover has been agreed.

Premium Breakdown:

Package	£ 264.00
Monuments, Memorials & Statues	£ 0.00 (Cover not selected)
All Risks	
Playground Equipment All Risks	£ 0.00 (Cover not selected)

Total Annual Premium*	£ 264.00

*Premiums are inclusive of Insurance Premium Tax

Schedule Number	TBC
Preparation Date	19/08/2024
Policy Form Reference	MLAACH09

Statement of Fact

You have confirmed to us that you comply with these statements of fact. If you become non-compliant with any of these statements, you must tell us, as it may affect your ability to claim under this policy.

- You have never had insurance declined, refused, cancelled or had special terms applied
- You will have up to date risk assessments whilst you are insured with us
- If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:
 - *Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory*
 - *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
 - *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
 - *All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
 - *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*
 - *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*
- You are not aware of any situations prior to purchasing this policy, which might cause a claim
- You have not had more than three claims or any one claim exceeding £5,000 in the last three years
- On average, your volunteers contribute less than 70 hours a week
- You do not hold any events that have more than 500 people in attendance at any one time
- You do not send goods or money outside of UK
- You are not responsible for insuring any type of buildings
- You are not responsible for:
 - Skateparks, BMX tracks or adventure playgrounds
 - Zip wires, trampolines or inflatable play equipment
- You do not require All Risks cover for monuments, memorials & statues
- You do not require All Risks cover for playground equipment

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All risks

Where no premises address is shown, the item is not based at one location and cover is provided anywhere with the **territorial limits**.

Item Description	Sum Insured (subject to single article limit)	Excess
All contents owned by the council, excluding any other items specified on the schedule, subject to the single article limit	£ 28,000	£100

Single article limits applicable are;

Computer Equipment	£2,000
Fine Art and Jewellery	£2,500
Civic Regalia	£2,500

Operative Endorsements: 1 and 2 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other money :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

Part E – Public liability

Limit of Indemnity: £12,000,000

Operative Endorsements:

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured £250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed: **Sum Guaranteed**
All members and employees £250,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover			
Category:	Insured Persons:	Operative Time:	
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business	
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business	
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business	
Excesses			
Excesses:		Not applicable	
Table of benefits			
Benefit:	Category:		
	A	B	C
1. Death	£100,000	£100,000	£20,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000	£100,000	£20,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000	£100,000	£20,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000	£100,000	£20,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See Section 2.16
6. Paraplegia	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000	£125,000	£Nil
8. Temporary Total Disablement	£500 per week	£500 per week	£100 per week
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days

Operative endorsements

Endorsement title:	Endorsement wording:
1	Special exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory License Appeal	Operative
4. Contract Disputes - £5,000 Limit	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £250,000

Operative Endorsements:

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
"All Risks" Items	Property Claims	Tel:	0800 028 0336
Money		Email:	farnboroughpropertyclaims@uk.zurich.com
		Online Reporting:	https://propertyclaims.zurich.co.uk/link/portal/charity
			For more information about making a property claim and to see our claims guides, please visit: -
			www.zurich.co.uk/charity-insurance/make-a-claim/property-insurance-claim
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	New claims: fnlc@uk.zurich.com
Personal assault under Money			General correspondence: zmflc@uk.zurich.com
Personal accident		Online Reporting:	https://liabilityclaims.zurich.co.uk/link/portal/charities
Fidelity guarantee			For more information about making a liability claim and to see our claims guides, please visit: -
			www.zurich.co.uk/charity-insurance/make-a-claim/liability-insurance-claim
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim or use our dedicated claims portals.
2. In the event of uncertainty, please call the relevant office for guidance.
3. Out of hours/Emergency Property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH

Registered in England and Wales | Company Number 103274 Website: www.das.co.uk

DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL

Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk

DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

PMF Products Limited
Unit 28 & 29 Carcroft Enterprise Park
Station Road
Carcroft, Doncaster
South Yorkshire
DN6 8DD
VAT Reg No: 865 3575 89



Proforma

Page 1

Customer Address:
Live4Soccer
Website Account

Quote Number: 76072
Quote Date: 12/08/2024
Customer Quote Number: Quote
Account Number: WEB01

Qty	Ordered	Product Code	Product Description	Unit Price	Net Amt	VAT
1.00		FBL-1005	Sabre Europa Socketed Goal - Mini Soccer - 12ft x 6ft	600.00	600.00	120.00
1.00		CARR	Carriage Charge	66.67	66.67	13.33

Delivery Address:
Olly Young - 07716 070470
Full Address Required

Total Net 666.67
Carriage: 0.00
Total VAT Amount: 133.33
Order Total: 800.00

Local Community Networks - Enhanced Highway Maintenance Pilot and Volunteer Training

City, Town and Parish Council Meeting dated 21 August 2024



Somerset
Council



andrew.turner@somerset.gov.uk

allan.rigby@kier.co.uk

sarah.stanistreet@somerset.gov.uk

Agenda

- Introduction
- Enhanced Highway Maintenance Options
- Development of Enhanced Highway Maintenance Pilot
- Typical Routine Maintenance Services and Specialised Services
- Pilot Launch
- Volunteer Training

Introduction

- Creation of a single unitary Council for Somerset was approved in July 2020
- Local Community Networks (LCNs) created to promote active community decision making and inspire local place-shaping
- Highways and Traffic Working Group promoted by LCNs to enable support and advise on highway and traffic matters
- Promote self-help and localised enhanced highway maintenance works
- Options available to localities to enhance highway maintenance services which were outlined in letter dated February 2024 from the Service Director, Infrastructure and Transport

Enhanced Highway Maintenance Options

- Provision of a Highway Steward
- Local self-delivery through various means, for example, the Parish Lengthsman
- Local suppliers commissioned by a Parish (or Parishes)
- Volunteer network with highway safety awareness training
- Enhanced Highway Maintenance Pilot for purchasing maintenance services (Day Rate)



Development of the Enhanced Highway Maintenance Pilot

Priority for Highways and Traffic Working Groups

Collaboration with ICT and Kier Transportation Ltd

Key considerations in developing the Pilot;

- Redesign of technical and financial business processes
- Communication
- Approval process
- Resource allocation and scheduling

Initially we intended to use the Highway Maintenance TSC Price List but this presented significant practical and technical issues.

Why did we move away from a price list?

- Simplification - removing complex price lists, preambles and method of measurements which could cause confusion.
- To ensure that it was manageable and understandable for all.
- It would remove the need to measure and re-measure every item of work and then manage and re-price the change.
- Parishes can have certainty on the price of the works they require.



How it will work



- Parishes will register their interest in this scheme by requesting a meeting to discuss the activities they would like to be carried out by emailing somersetehm@kier.co.uk.
- Kier's dedicated Community Engagement Manager will meet with the parishes and agree the works required and the time necessary to complete these works. If there is a need for additional materials etc this will be brought together into a bespoke price for each parish.
- Once the price is agreed between both parties, an invoice will be raised to the parish for payment and the works will be programmed in for completion.
- Kier's dedicated Community Engagement Manager will be a single point of contact to ensure that you have a person to speak with whenever you require it.



Typical Services: Enhanced Routine Maintenance

Enhanced Routine Maintenance Services

Pothole repairs

Localised grass cutting

Localised hedge cutting

Localised siding/ploughing on footways and carriageways

Localised 'grip' clearance

Single sign and/or post installation

Sign cleaning

Timber fencing repairs

Minor aesthetics works

Other minor civils



Somerset
Council

Typical Services: Specialist Services

Gully emptying

Surface water drainage jetting

Ditching

Drainage repairs

Road and / or footway lining (refresh)

Tree surgery

Minor masonry works

Traffic management for local events



What is the cost? How is it priced?



The day rate costs consists of the following : -

- 2 Operatives
- 7.5 ton lorry.
- Small tools (spades, shovels, etc)
- Stihl saw
- Compaction plate
- Hedge cutter
- Strimmer
- Two way traffic lights



Day Rates		
Monday to Friday	Saturday	Sunday
£684.71	£778.41	£935.72

Specialist Services

- Materials or specialist plant and equipment will be charged at actual cost plus fee.
- Specialist subcontract works (i.e. gully cleansing, re-surfacing etc) will be charged at actual cost plus fee.

Why do we charge a fee on additional works?

The fee charged covers : -

- Insurances
- Additional project management costs
- Overheads costs

Pilot Launch

Letter to City, Town and Parish Councils to follow this meeting.

Details of proposed pilot

Start date: 2nd September 2024

Contact: somersetehm@kier.co.uk

The pilot will explore whether this initiative is economically viable, the level of uptake, and service demand over the year



Volunteer Training

Online course for highway safety and risk assessment

For volunteers and locally skilled people

Covers low risk activities

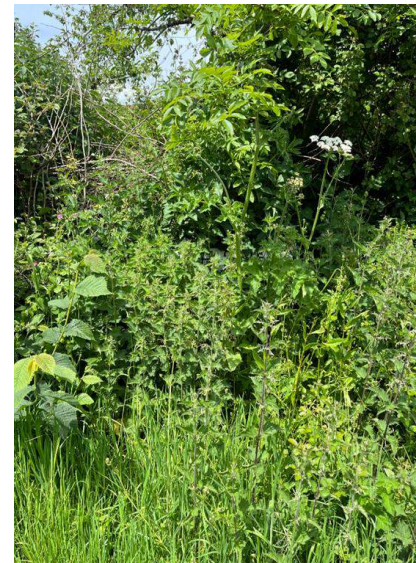
Excludes working at height, manual handling, chemical hazards, and traffic management

Activities include:

Minor sign maintenance, clearing weeds, grass cutting, hedge cutting, cleaning gullies, general cleaning and sweeping, and litter picking

Highway Volunteer Handbook available

Provides guidance and support for volunteers



Contact Information

General enquiries:

devolution@somerset.gov.uk

Community Engagement Officer (for requests of work):

somersetehm@kier.co.uk



Launch of the Enhanced Highway Maintenance Pilot and Volunteer Training

Background

In July 2020, Somerset County Council approved a Business Case for the creation of a single unitary Council for Somerset. The Business Case included the creation of new Local Community Networks (LCNs) to promote active community decision making, scrutiny, ensure local influence over council and wider public service activity, and to inspire more responsibility for local place-shaping.

Eighteen LCNs have since been created across Somerset.

All LCNs have encouraged the establishment of a Highways and Traffic Working Group as part of their set up, to support and advise the LCN on matters of detail associated with highway and traffic matters.

These Working Groups are also mandated to promote self-help and localised enhanced highway maintenance works delivery in various forms.

On 27 February 2024, the Service Director, Infrastructure and Transport, wrote to all Parish Councils in Somerset outlining the options available to localities to enhance the level of highway maintenance services in their area.

The original letter can be found [HERE](#)

The letter set out a range of measures briefly summarised as:

- The provision of a Highway Steward
- Local self-delivery through local suppliers commissioned by a Parish, or by Parish collaboration, or through a volunteer network (which includes highway safety awareness training package where volunteers from the community can get online training to do some low-risk activities on the highway)

- The Highways Parish Price List enabling City, Town, and Parish Councils to purchase highway maintenance services direct from the Councils' contractor Kier Transportation.

Parish Price List

The development of the Parish Price List has been a priority for the Highways and Traffic Working Groups in collaboration with ICT and Kier Transportation Ltd.

The development of a Parish Price List has been complex and challenging as it involved the redesign of technical and financial business processes, the communication and approval process, the customer interface, the data management and reporting, and the resource allocation and scheduling.

Initially, delivery was intended to use the Highway Maintenance Term Service Contract (TSC) Price List (a 'menu' of specific work items), but this presented significant practical and technical issues. It was later agreed between Somerset Council and Kier to utilise a day rate for the delivery of enhanced highway maintenance works to the Parish Councils.

As such, the reference to 'Parish Price List' was considered inaccurate and the initiative will now be referred to as the **Enhanced Highway Maintenance Pilot**.

Enhanced Highway Maintenance Pilot

The indicative day visit charges for 2024 / 25 (payable directly by the Parish Councils to the contractor) are as follows, and it envisaged that part-day rates will also be available:

Proposed Rates		
Monday to Friday	Saturday	Sunday
£684.71	£778.41	£935.72

The rates are based on:

- 2 No operatives (8 hr days)
- Vehicle up to 7t (inc fuel) and small tools

Examples of typical services that potentially can be purchased by Parish Councils are:

Enhanced routine maintenance services

- Pothole repairs (where potholes are not considered to be a safety issue by the highway authority)
- Localised grass cutting
- Localised hedge cutting
- Localised siding / ploughing on footways and carriageways
- Localised 'grip' clearance (channels from the roadside leading to ditches)
- Single sign and / or post installation
- Sign cleaning
- Timber fencing repairs
- Minor aesthetics works (painting, cleaning, etc.)
- Other minor civils as identified and deliverable by minor works crew

Specialist services

- Gully emptying
- Surface water drainage jetting
- Ditching
- Drainage repairs
- Road and / or footway lining (refresh)
- Tree surgery
- Minor masonry works
- Traffic management for local events

Communicating with our City, Town and Parish Councils

A letter will be sent to City, Town and Parish Councils containing details of the proposed pilot including the pilot start date (2nd September 2024) and relevant contact details.

The email will be: somersetehm@kier.co.uk

The letter will also provide guidance of typical services that can be purchased and the mechanisms to request works.

The Somerset Council Head of Highways and Kier Transportation's General Manager discussed the pilot to the City, Town and Parish Council Working Group meeting on 21st August 2024.

A presentation pack will be issued to Parishes, alongside a YouTube 'explainer' link.

Establishing the anticipated level of take up is critical to the measuring the viability of the pilot. The scheme implementation is subject to an economically viable level of uptake.

Communicating with our LCNs

LCNs will receive an LCN Information Sheet, via their LCN Link Officers. They will also receive a slide presentation pack and YouTube 'explainer' link.

COMING SOON: Volunteer Training – Autumn 2024

Somerset Council is also preparing a Highway Safety Awareness Course to enable people such as volunteers or locally skilled people to undertake agreed types of work safely in the vicinity of the highway with the appropriate risk assessment.

The course will be available online when fully developed, however, an interim solution is being explored.

The course content covers safety matters and risk assessment preparing the volunteer to work safely in the vicinity of the highway.

The activities covered are considered low risk activities, and do not include working at height, manual handling, chemical hazards and traffic management signing lighting and guarding.

The scope of the course covers the following activities:

- Minor sign maintenance
- Clearing weeds
- Grass cutting
- Hedge cutting
- Cleaning gullies of detritus
- General cleaning and sweeping
- Litter picking

In conjunction with the training course, a Highway Volunteer Handbook will be available. This handbook has been designed to provide simple guidance to volunteers working alongside and adjacent to the highway. It provides information on where to find support if an incident occurs, as well as guidance to help ensure all volunteers remain safe whilst helping to enhance the local highways.

ENDS

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Meeting of the Parish Council on
Wednesday 6th November 2024 At 7pm in the David Willis Room.



Clerk to the Council

AGENDA

- **TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- **TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS**
- **PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS**
- **TO APPROVE MINUTES OF THE MEETINGS HELD ON 4th September 2024**
To consider the approval of these minutes as a true record. (Draft minutes already circulated and available on the council website)
- **REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 4th September 2024**
 - a. New football posts/nets for DRAC.
 - b. DPC INSURANCE RENEWAL – quotes for renewal
- **FINANCIAL REPORT.**
 - Approve & sign Bank statements
 - Approve & sign bank reconciliations
 - Approve & sign schedule of payments
- **PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .**
 - a. Conversion of Grade II listed Puddling House, Whitney Farm. **Proposal:** Conversion of Grade II listed Puddling House and nearby traditional building (not curtilage listed as confirmed by the councils conservation officer) into one dwelling including adding a link between the two and a modest extension to the traditional building and a detached garage. The Dutch barn beside the buildings will be demolished.
 - b. Horlicks Farms and Dairies Ltd Station Road Ilminster Somerset TA19 9PS, Outline planning application for, demolition of existing buildings and erection of up to 150 No. dwellings on the land to the north of Station Road.
- **Purchase & provision of footpath clearing equipment**
- **Provision of farm gates to landowners by Rights of Way**
- **New location of SID and proposal to buy a second SID.**
- **Authorise purchase of replacement defibrillator pads**
- **ONGOING ISSUES:**
 - Speed Indicator devices – Cllr Attlesey
 - Traffic through Sea – Cllr McKenzie
 - Canal Way Development – Cllr D Light
 - Drainage & Flood Prevention – Cllrs D Light/J Attlesey
 - Village Events: Cllr K Light – V E Day 2025, options to be discussed.
 - Devolution of SC services- Cllr D Light
 - Enhanced Highway Maintenance pilot SCC
 - Rec Field ownership – Clerk

*Zannette Bougourd – Clerk to Donyatt Parish Council
clerk.donyattpc@gmail.com*

- **Website update re accessibility**

Reports to note:

Highways maintenance schedule

Highway volunteer handbook

Local Plan presentation

- **MATTERS FOR REPORT ONLY**
 - Summary of agreed actions from the meeting.
 - Discussion of urgent action.
 - Items to be included for the next agenda.

11. Date, time and venue for the next meeting.

PAYMENTS FOR AUTHORISATION

06/11/24	SLCC	Clerk training	54.00
06/11/24	DVH	Hall Hire	16.00
06/11/24	Z Bougourd	Clerk salary	238.32
06/11/24	HMRC	November	61.25

DONYATT PARISH COUNCIL

Minutes of a meeting held on 4th September 2024 @ 7pm in the David Willis Room.

Present@ Cllr D Light, Chairman, Cllr J Attlesey Vice Chairman, Cllrs M Grabham, J McKenzie, S Payne, K Light. Cllr S Osborne. Clerk Z Bougourd.

24/94 TO RECEIVE ANY APOLOGIES FOR ABSENCE. Cllr K Light.

24/95 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS . None noted

24/96 PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS. One member of the public was present. Cllr Osborne noted that her duties include representing smaller Parish Councils and acting a liaison between them and SCC. It was noted that the devolution of services was progressing with voluntary redundancies almost complete. Cllr Light expressed concern and some frustration at the devolution process.

24/97 TO APPROVE MINUTES OF THE MEETINGS HELD ON 3rd July 2024. The minutes were approved and signed

24/98 TO APPROVE MINUTES OF EGM 28TH JUNE 2024 & 15TH JULY 2024. The minutes were approved and signed.

24/99 REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 3rd July 2024. See item 7.

24/100 TO RESOLVE TO CLOSE NATWEST RESERVE ACCOUNT(a/c 19848773) AND TRANSFER FUNDS TO UNITY BANK INSTANT ACCESS A/C. It was agreed to write to Natwest, including the approved minutes and request that the reserve account be closed and funds transferred to Unity Bank. Proposed Cllr D Light, seconded Cllr Attlesey. Approved unanimously.

24/101 TO AGREE UNITY BANK BALANCE TRANSFER TO INSTANT ACCESS AND SET PARAMETERS. It was agreed to transfer £6000.00 to the reserve account. The Clerk will monitor the current account and maintain an appropriate balance.

24/102 FINANCIAL REPORTS.

- **Approve & sign Bank statements.** Approved and signed.
- **Approve & sign bank reconciliations.** Approved and signed
- **Approve & sign schedule of payments.** Approved and signed

24/103 PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED . None noted.

24/104 DPC INSURANCE RENEWAL – current cover against declared asset list. Clerk tabled the current insurance policy and the proposal from Zurich. It would appear that some items listed on the current policy either do not exist or are covered by other organisations. DPC don't own any dog bins, Clerk to update DPC asset list. The renewal is due in January. Clerk to report back with proposed accurate list of items requiring cover.

24/105 Proposal to fund new football posts/nets for DRAC, quote attached. Cllr D light tabled a quote to replace a socketed goal at DRAC. After discussion it was agreed to go back to DRAC and ask them if they are able to order the equipment and claim back the VAT. DPC will contribute £300 towards the equipment.

24/106 ONGOING ISSUES:

- **Speed Indicator devices – Cllr Attlesey.** The SID is proving effective, data has been extracted from the unit, Cllr Payne, as highways representative, will download the relevant app enabling the data to be read. It was agreed that the SID would be turned off for one week, and then turned back on again and the comparable data extracted and reported to Parishioners. The SID will then be relocated at the A303 end of the Village. The Council thanked Cllr Attlesey for his work with this project.
- **Traffic through Sea – Cllr McKenzie.** DPC have replied to Ilminster TC regarding costs and are awaiting a response regarding costs and proposed consultation.
- **Canal Way Development – Cllr D Light.** It was noted, with confirmation from Cllr Osborne, that Persimmon have allocated 80K towards the cycleway maintenance, however this only covers the area directly adjacent to the Canal Way development and is only payable upon completion of the development which is currently scheduled to take more than 5 years.

Cllr D Light will continue to lobby Persimmon and SCC to get funds released in stages to prevent any further deterioration over the time of the development. Next meeting is scheduled for November 2024.

- **Drainage & Flood Prevention – Cllrs D Light/J Attlesey.** Works to improve the drainage systems are due to be reviewed in December 2024, the current SCC officer is being replaced, DPC & Cllr Payne will continue to liaise with SCC to ensure these works do commence as advised.
- **Village Events: Cllr K Light – V E Day 2025, options to be discussed.** It was agreed that Cllrs D & K Light would provide any contacts to assist with this event, but not take part in the organisation. Clerk to put notice on website and Facebook page asking for volunteers. Contact in the first instance to the Clerk.
- **Devolution of SC services- Cllr D Light.** It was noted that this is continuing, however DPC will maintain a watching brief. It was noted that volunteers should have Chapter 8 training, however this is expensive, and the Council consider that SCC should pay for training as the volunteers will be carrying out work previously covered by SCC
- **Enhanced Highway Maintenance pilot SCC.** This information had been circulated prior to the meeting. The A358 runs through the centre of Donyatt and is maintained by SCC. Other areas will be monitored. The daily cost to use SCC's services was considered excessive for DPC.
- **Rec Field ownership – Clerk.** The Clerk reported that initial investigations indicated that there may be a case to be made for applying for Village Green status for the Recreation Area. Previous
- **Website update re Vision IT.** Clerk reported that the hosting renewal invoice had been received and Vision IT informed that DPC no longer require this service.

24/107 MATTERS FOR REPORT ONLY

- Summary of agreed actions from the meeting.
 - ❖ Clerk – action bank transfer
 - ❖ Clerk – update Asset register and remove bins
 - ❖ Cllr K Light -contact DRAC re purchase of football equipment.
 - ❖ Cllr D Light – check diameter of poles for SID transfer.
 - ❖ Clerk – check VAT return/registration/process
 - ❖ Cllrs Payne & Attlesey – liaise re SID data and location
 - ❖ VE Event – Clerk to post notice on website & Facebook page.
 - ❖ Foot path maintenance – Cllr Attlesey will liaise with Cllr Payne re loan of equipment
- Discussion of urgent action. None noted.
- Items to be included for the next agenda.
 - Purchase of appropriate equipment to enable footpath maintenance.
 - Budget preparation.

24/108 Date, time and venue for the next meeting.
6th November 2024 @ 7pm, David Willis Room.

Meeting closed at 8.45pm.

Devolution proposals: In response to a request from government, Dorset, Somerset, and Wiltshire Councils have submitted an expression of interest in devolution, seeking to unlock greater powers and resources for the area. The submission for devolution represents a step towards addressing local aspirations aligning with the Government's devolution agenda.

All three councils have stressed that they remain open to amending their expressions of interest as further details of the English Devolution Bill emerge and will continue their own discussions with other councils across the region.

Recycling centre winter opening times: From Tuesday, 1 October all 16 of Somerset Council's recycling sites will revert to their autumn/winter opening schedule. Sites will be open from 9am to 5pm Monday to Friday and 9am to 4pm at the weekend. Opening days vary across all sites midweek, however all sites are open on a Saturday and Sunday. There are queue cameras at Bridgwater (Saltlands), Chard, Highbridge, Minehead, Street, Taunton (Priorswood), Wellington (Poole), Wells (Dulcote), and Yeovil accessed via <https://www.somerset.gov.uk/bins-recycling-and-waste/recycling-site-queue-cams/>

School places: Somerset parents and carers of children due to start school or move on to their next school in September 2025 are being urged to apply for their place online and on time. Parents and carers of children due to transfer to Secondary or Upper School can apply for places for their children until 31 October 2024. Please visit: <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/starting-at-a-secondary-or-upper-school-in-september/> Parents and carers of children due to start school for the first time or transfer to Junior or Middle School can apply for places for their children from 30 September 2024 until 15 January 2025. Please visit: <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/apply-to-start-school-for-the-first-time/>

Parking text scams: Fraudulent text messages about unpaid parking fines have been sent to some Somerset residents. The council are therefore reminding the public that the council does not text residents

with parking fines (PCN). If you receive one of these texts, it is not from Somerset Council and may be a scam. If anyone is unsure if the text is real, they should contact the Council. In addition suspicious text messages should be forwarded to 7726. This free-of-charge short code enables your provider to investigate the text

Winter Coat Exchange: Somerset's Libraries service is relaunching its Winter Coat Exchange scheme, designed to support the community by providing access to warm coats for everyone in need. As children settle into the new school year, a 'Back to School' appeal has been launched for children's/teen coats that may have been outgrown, but the scheme welcomes donations of coats for all ages. The initiative was launched to help people stretch tight budgets that little bit further. Last winter's donations of 1,022 coats and the uptake of 904, were so successful that the exchange is being repeated. Donors are asked to hand items directly to a member of staff at one of the participating libraries: Taunton, Priorswood (Taunton), Bridgwater, Yeovil, Glastonbury, Chard, and Dulverton.

Residents survey: Somerset Council has launched a new consultation to ask local people for their views on where they live and the services the council provides. The 2024 Resident Survey should take no more than 10 minutes to complete and the results will be used measure progress against Somerset's priorities and shape future services. You can take part in the <https://somersetcouncil.citizenspace.com/comms/resident-survey-2024/>

The survey closes on Monday 21 October.

Recycling rates: Figures which cover the recycling from the 296,000 kerbside recycling collections made each week, and the recycling taken to the county's 16 recycling sites shows that more than 130,000 tonnes of carbon was saved last year thanks to the material being recycled and reused in Somerset. The equivalent of taking 50,000 cars off the road for a year. The amount of waste going to landfill - approximately 5,500 tonnes - is a record low and nearly 96% of the recycling material stayed in the UK to be turned into new products and packaging, including more than 99% of plastics. Overall the county's recycling rate of 55.96% puts it in the top 20% of waste authorities in England.

Flu and Covid vaccinations: NHS England has confirmed that, based on the latest scientific evidence, the JCVI has recommended adults over the age of 65 will be eligible for a flu with the offer starting from October 3rd, to maximise protection for patients right across the winter months. The flu season typically peaks in January when more people gather indoors. The flu vaccine is also available at the same time with other vaccines such as the COVID-19 and shingles vaccines. More information and booking is available at <https://www.nhs.uk/nhs-services/pharmacies/book-flu-vaccination/>

Somerset Prepared Day: To help Somerset communities become stronger and more resilient to emergencies, the Somerset Prepared Partnership is organising its annual event for City, Town and Parish Councils and Community Group representatives on Wednesday 6th November 2024 at Bridgwater and Albion Rugby Club.

There will also be a range of workshops, networking opportunities and equipment demonstrations. The event will also include presentation of the community resilience awards. There is no charge to attend, and it includes a light lunch, but Delegates are required to book in advance via

<https://www.somersetprepared.org.uk/somerset-prepared-community-resilience-conference-2024/>



Traffic Management

26 Sept 2024,
09:07 (5 days ago)

to me, Iminster, deputy.clerk@ilminster.gov.uk, Traffic

Good morning, Zannette and Julie.

Further to my email dated 2nd September 2024, I have designed a draft scheme which enables me to provide you with an estimate for the community funded proposed 40mph speed limit in Sea, Donyatt.

The estimated sum provided below covers the Traffic Regulation Order administrative costs and scheme implementation costs. This estimate is based on our current Schedule of Rates figures. Therefore, it will be subject to Somerset Councils Term Service Contract rate amendments.

Likewise, the cost for progressing the Traffic Regulation Order is also an estimate. This sum is determined by the amount of officer time required to address potential objections as part of the statutory consultation stage, and advertising costs incurred for notices to be placed in the local press. It should also be noted, statutory consultations cannot be pre-determined.

Estimate includes.

Cost of introducing highway signage and road markings to legally sign a new 40mph speed limit = £5,835.

Cost for progressing/managing new Traffic Regulation Order = £1,500.

Cost of deploying Speed-reading radars = £500

Estimated total to be funded jointly by Donyatt Parish Council and Iminster Town Council = £7,835.

It is recommended that both communities make provision for a higher figure than 50% of the above (between £4000-£5000) in the unlikely event that there are unforeseen issues on site that require additional works or a change in design. Please note, only exact costings with will be invoiced to you after completion once claims are received.

Note - Donyatt Parish Council and Iminster Town Council have already previously agreed to meet the costs of deploying the speed-reading radars during the feasibility stage. Confirmation received by email on 14/03/24 (DPC) and 27/03/24 (ITC).

If you would like to proceed with the next step of drawing up a formal Traffic Regulation Order to be advertised as part of the Statutory Consultation process, I need confirmation and agreement from both Donyatt Parish Council and Iminster Town Council, that you have available funds to cover this scheme.

If your councils decide not to pursue this scheme, an invoice will be raised and sent to Iminster Town Council/Donyatt Parish Council (to be confirmed) for the sum of £500.00.

If your councils decide to pursue this scheme, an invoice will be sent to Ilminster Town Council/Donyatt Parish Council (to be confirmed) once the scheme has been delivered.

I trust this is of assistance, however, please let me know if you have any further questions.

Kind regards

Rebecca Vaughan
Traffic Engineer
Somerset Council

Somerset Direct 0300 123 2224

Email: TrafficManagement@somerset.gov.uk

	CURRENT ACCOUNT						
09-Sep-24	Transfer to Instant Access		6000	4680.7			
10-Sep-24	HMRC September	475PL003240362505	61.54	4619.2			
10-Sep-24	SALC	INV 1043	25	4594.2			
10-Sep-24	SALC	INV 1129	25	4569.2			
10-Sep-24	Z Bougourd Clerk September	CLERK SALARY 09/24	246.16	4323			
10-Sep-24	SALC - subscription	INV 0942	130.08	4192.9			
10-Sep-24	Hall Hire	24172	16	4176.9			
10-Sep-24	D Light	D DAY EXPENSES	40.9	4136			
30-Sep-24	Service Charge		12.13	4123.9			
08-Oct-24	HMRC October	475PL003240362505	57.55	4066.3			
08-Oct-24	Z Bougourd Clerk - October	SALARY	250.17	3816.2			
			6864.5				
	Opening Balance	10680.7					
	Expenditure	6864.53					
	Balance 30/10/24	3816.17					
	RESERVE ACCOUNT						
09-Sep-24		Transfer from 20510208			6000	6000	
30-Sep-24		Credit Interest			9.95	6010	

Highways & Transport

Structural Maintenance Project

2024 / 2025

Crewkerne and Ilminster
countyroads-south@somerset.gov.uk

Contents

Crewkerne	3
A30 Yeovil Road	3
Cudworth	3
New Lane	3
Redscript Lane	4
Donyatt	4
Stibbear Lane	4
Dowlish Wake	5
Chard Lane	5
Main Street	5
Oxenford Lane	6
Haselbury Plucknett	6
A30 Yeovil Road	6
Ilminster	7
B3168 Butts / Bay Hill (Phase 2)	7
B3168 Station Road (Phase 2)	8
The Meade	8
Knowle St. Giles	9
Cricket Cross	9
Cricket Lane	9
Knowle Lane	10
Pinkham Hill	10
Sprays Hill	11
Wooley Lane	11
Lopen	12
Mill Lane	12
Norton Sub Hamdon	12
Ham Hill Road	12
Seavington St. Mary	13
Rooks Meade Lane	13
Winsham	13
B3162 Church Street	13

N.B.

All Surface Dressing Schemes are conducted under a full road closure in the summer months. Dates are to be programmed with the contractor and will be confirmed in Q1.

It should be noted that this is a Scheme Proposal and where Somerset Council will work to deliver each and every scheme listed, there are external factors that can result in cancellations or late introductions of schemes within the Local Community Network otherwise not listed here. Additionally, this is the Structural Maintenance submission only. There will be a series of planned and reactive tasks carried out in your parish that are otherwise not detailed below.

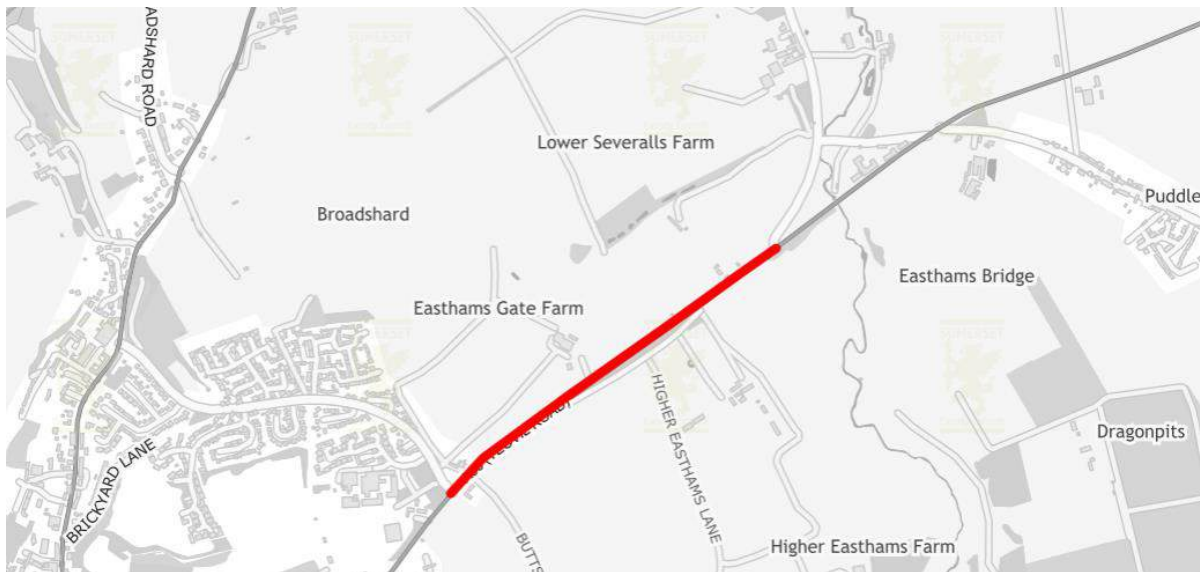
To assist the efforts of the South Area Office, the use of <https://one.network> is highly encouraged to self-serve queries in the first instance as detail of the works type, traffic management type, number of days and possible diversion routes can be found there.

If there are concerns within the parish that you wish to report, please use the 'Report-It' function on the Somerset Council website found at [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road). If your concern is of an urgent nature and a risk to public safety, please contact **0300 123 2224**.

Crewkerne

A30 Yeovil Road

Surface Dressing Scheme – 23/24 Carryover Scheme. Deferred to 25/26 programme.



Cudworth

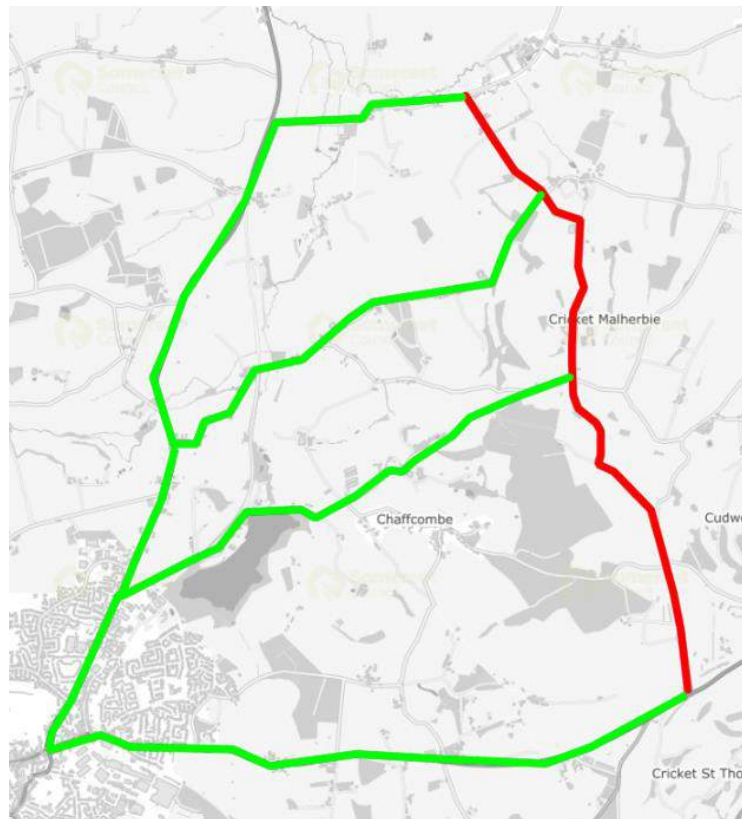
New Lane

Surface Dressing Scheme – Planned 21st September under Long Delays.



Redscript Lane

Surface Dressing Scheme – Planned 21st September under Long Delays.



Donyatt

Stibbear Lane

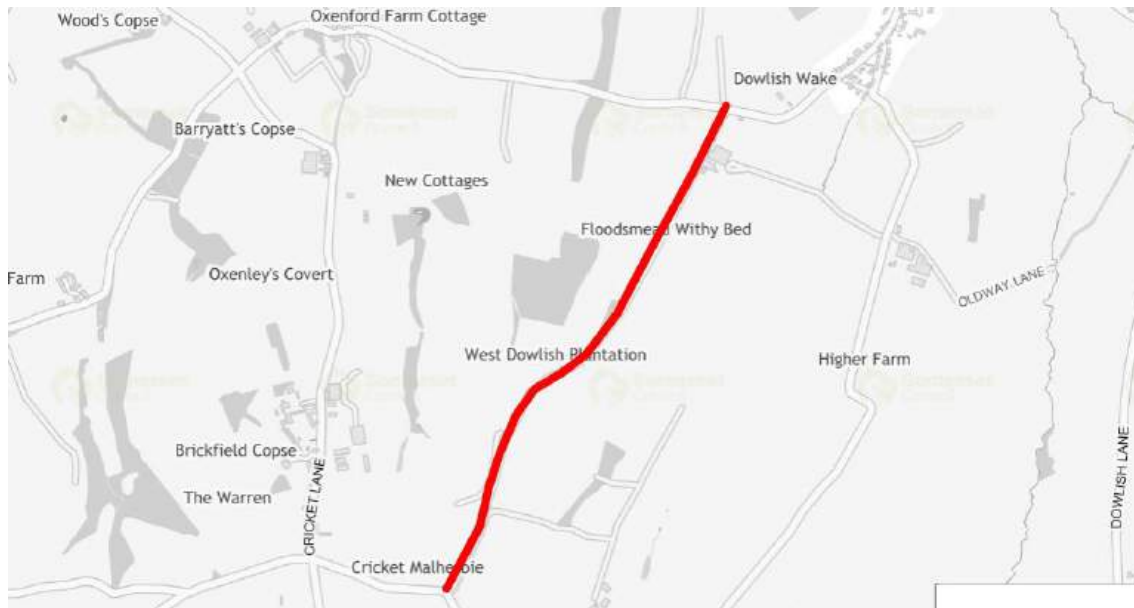
Drainage Scheme – Dates and Traffic management to be confirmed.



Dowlish Wake

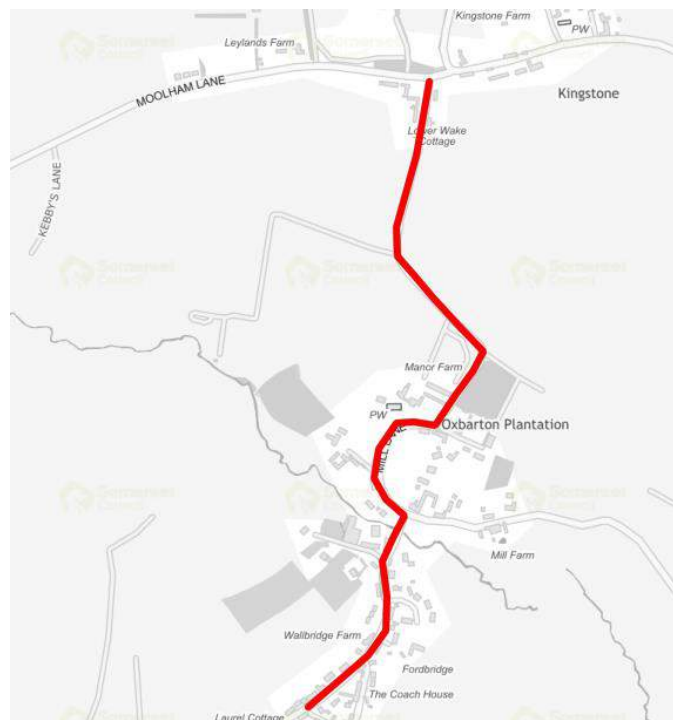
Chard Lane

Surface Dressing Scheme – Planned 21st September under Long Delays.



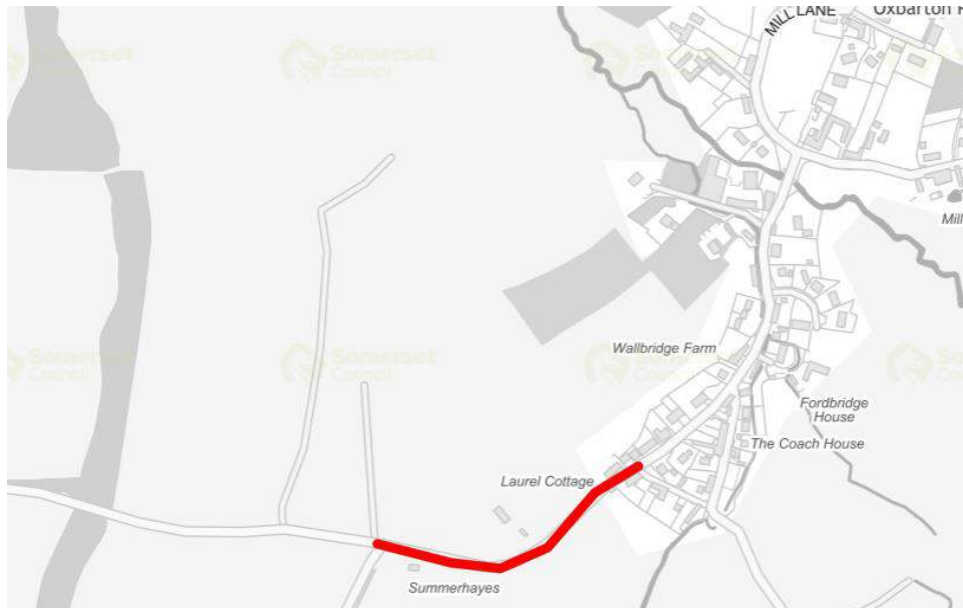
Main Street

Surface Dressing Scheme – Planned 21st September under Long Delays.



Oxford Lane

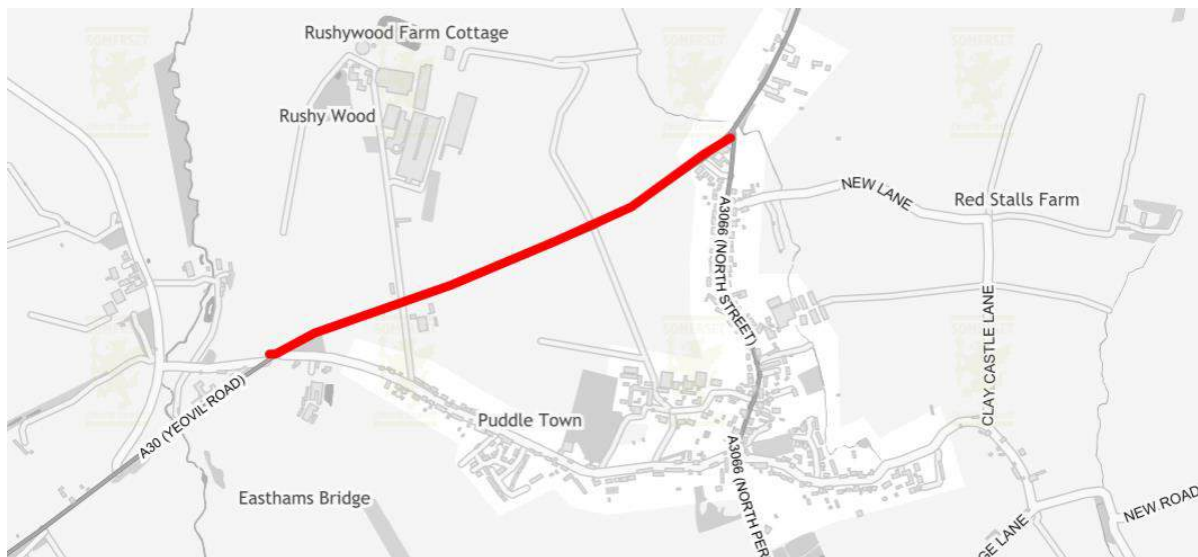
Surface Dressing Scheme – Planned 21st September under Long Delays.



Haselbury Plucknett

A30 Yeovil Road

Surface Dressing (2no. schemes detailed) – 23/24 Carryover Scheme. Deferred to 25/26 programme.

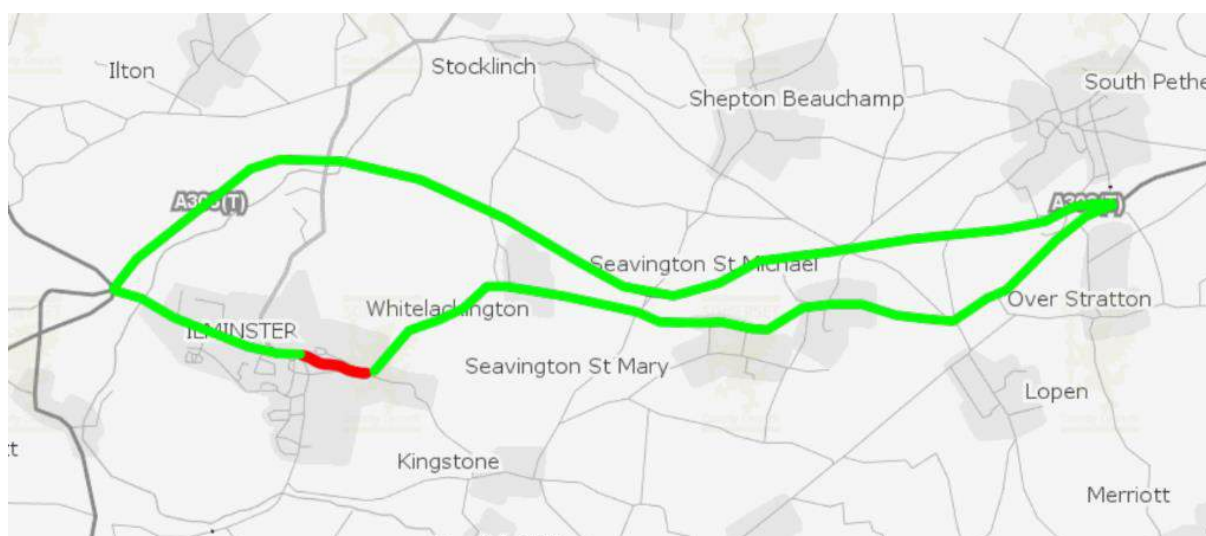




Ilminster

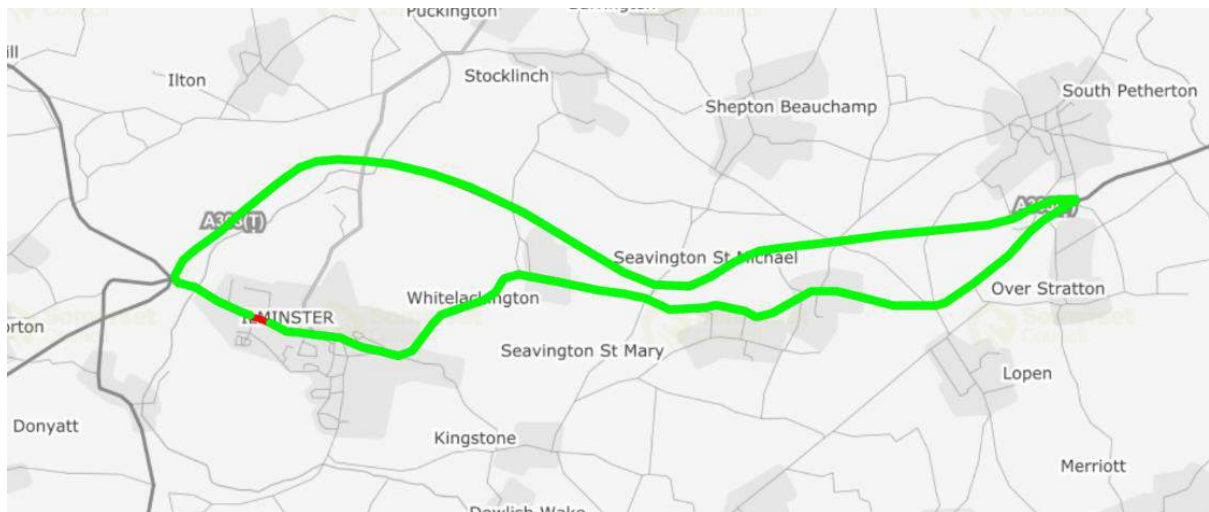
B3168 Butts / Bay Hill (Phase 2)

Micro Resurfacing Scheme – 23/24 Carryover scheme. Planned 29th September under closure for one day.



B3168 Station Road (Phase 2)

Resurfacing Scheme – Currently planned 3rd December for 6-days under evening closures.



The Meade

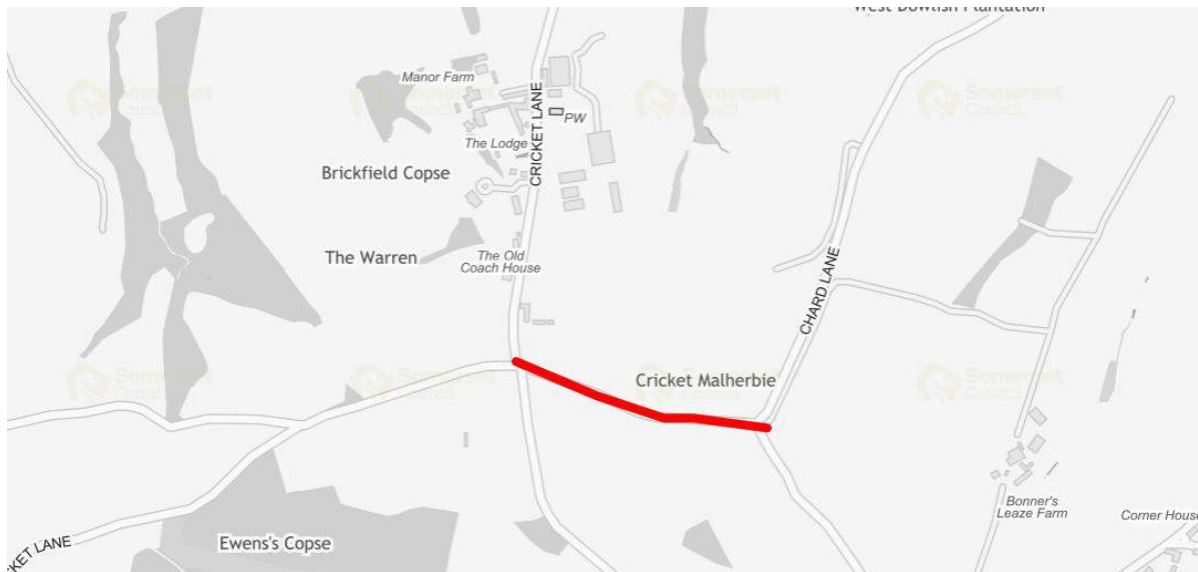
Drainage Scheme – Dates and Traffic management to be confirmed.



Knowle St. Giles

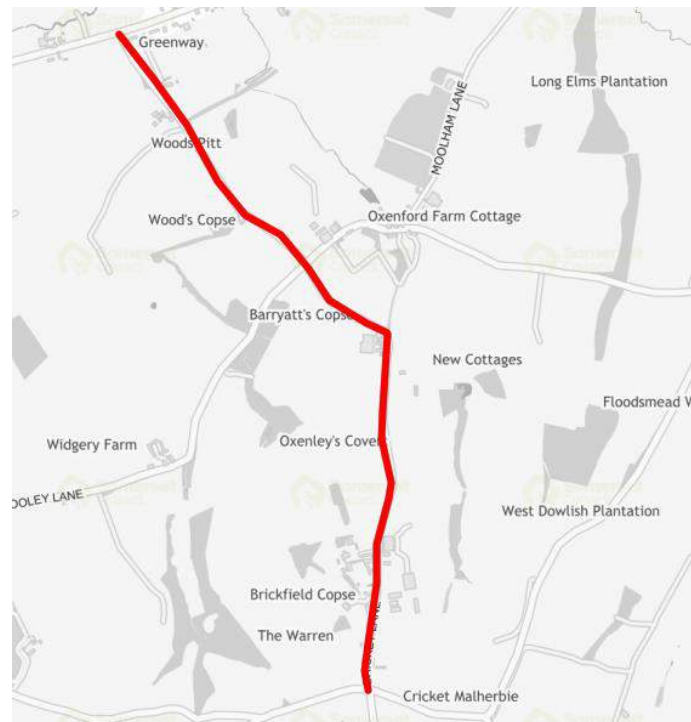
Cricket Cross

Surface Dressing Scheme – Planned 21st September under Long Delays.



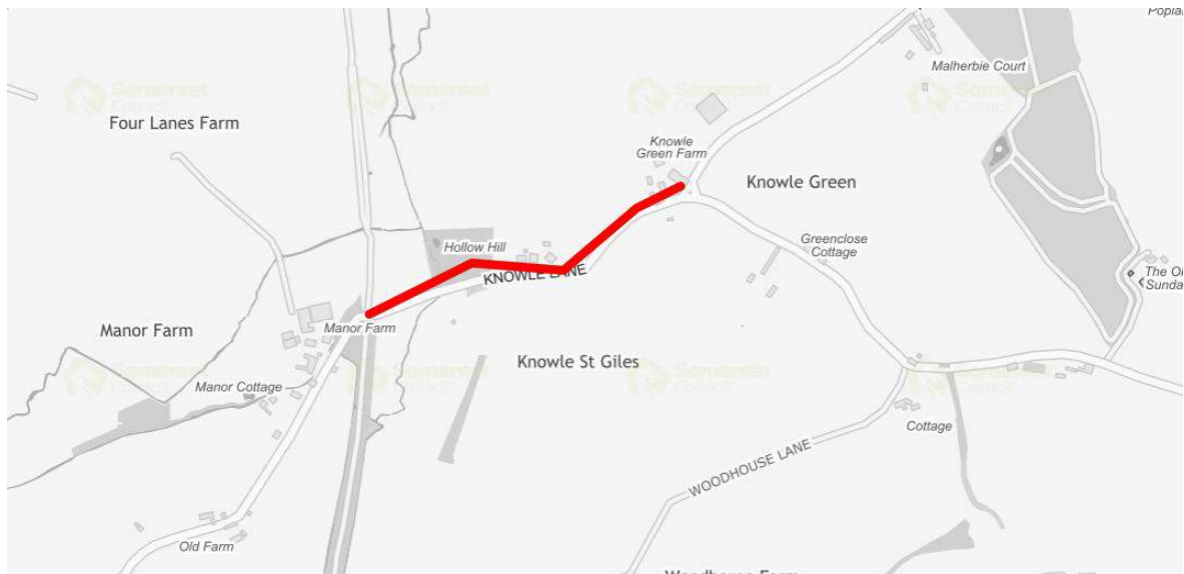
Cricket Lane

Surface Dressing Scheme – Completed 15th September.



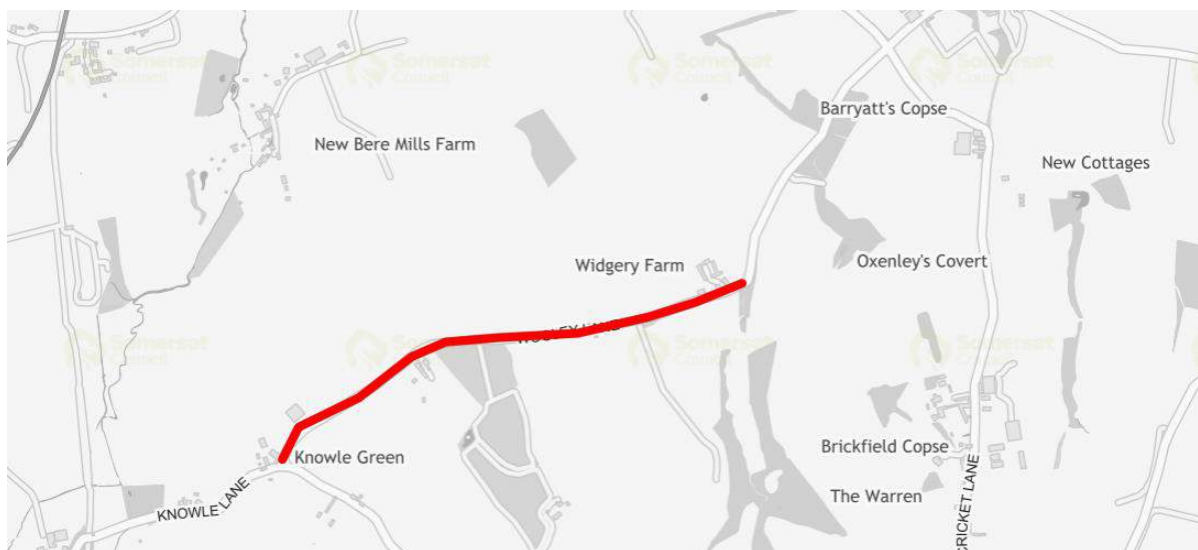
Knowle Lane

Surface Dressing Scheme – Completed 15th September.



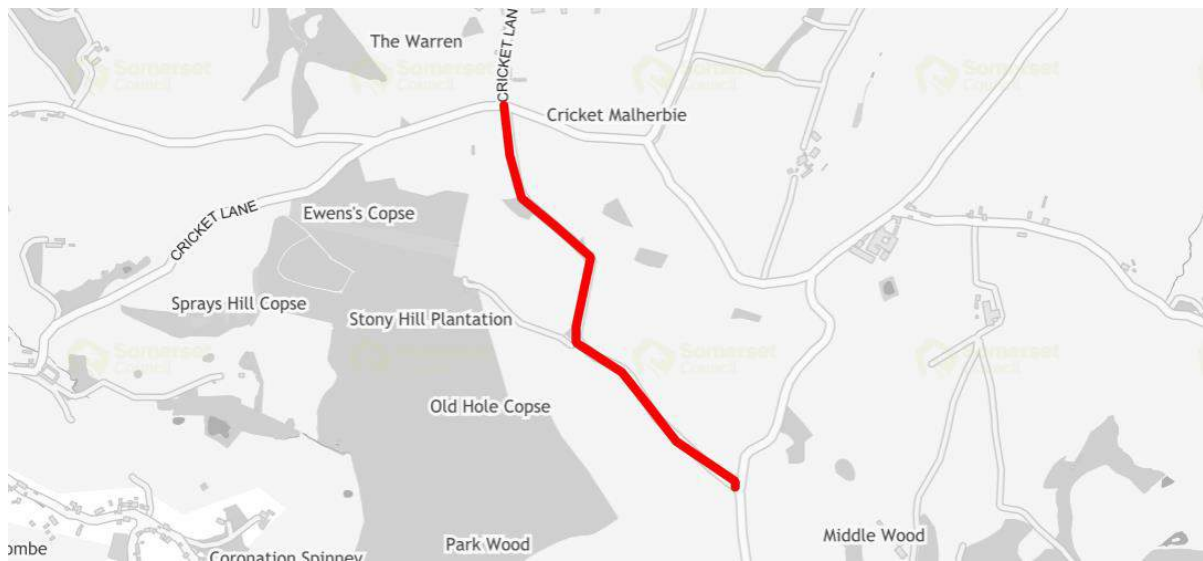
Pinkham Hill

Surface Dressing Scheme – Completed 15th September.



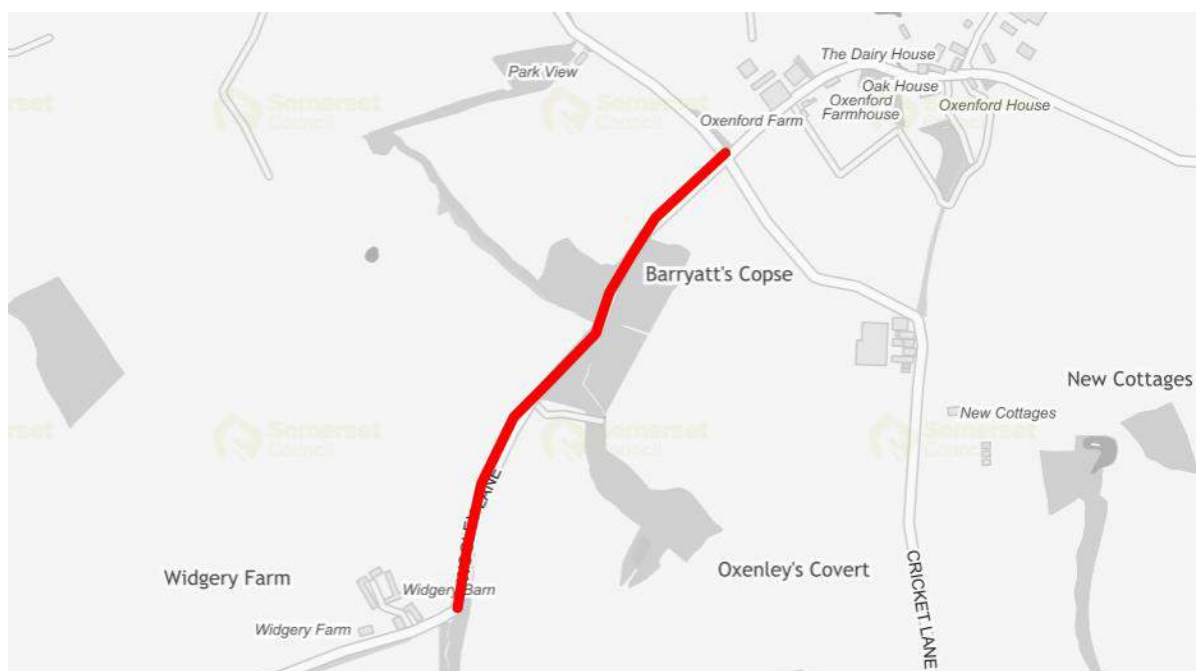
Sprays Hill

Surface Dressing Scheme – Planned 21st September under Long Delays.



Wooley Lane

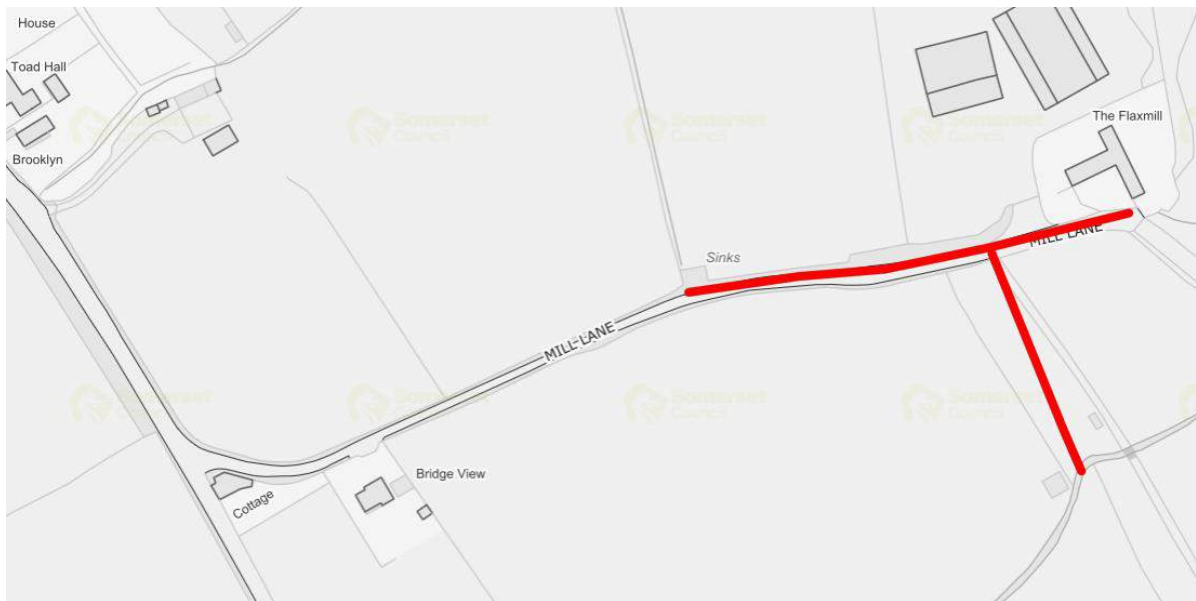
Surface Dressing Scheme – Completed 15th September.



Lopen

Mill Lane

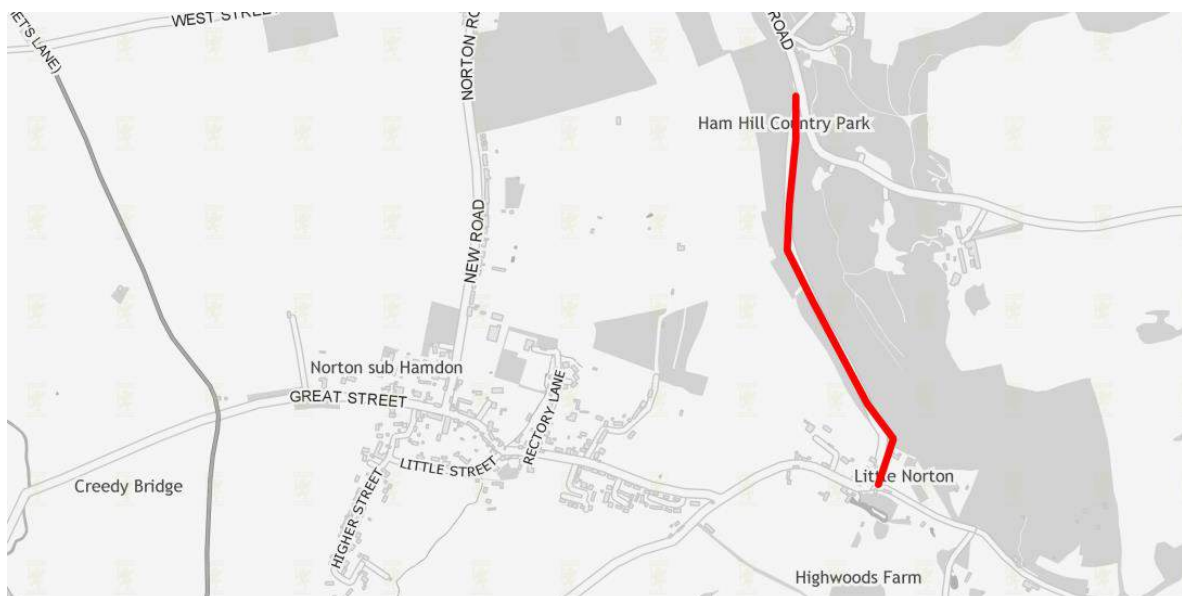
Drainage Scheme – Dates and Traffic management to be confirmed.



Norton Sub Hamdon

Ham Hill Road

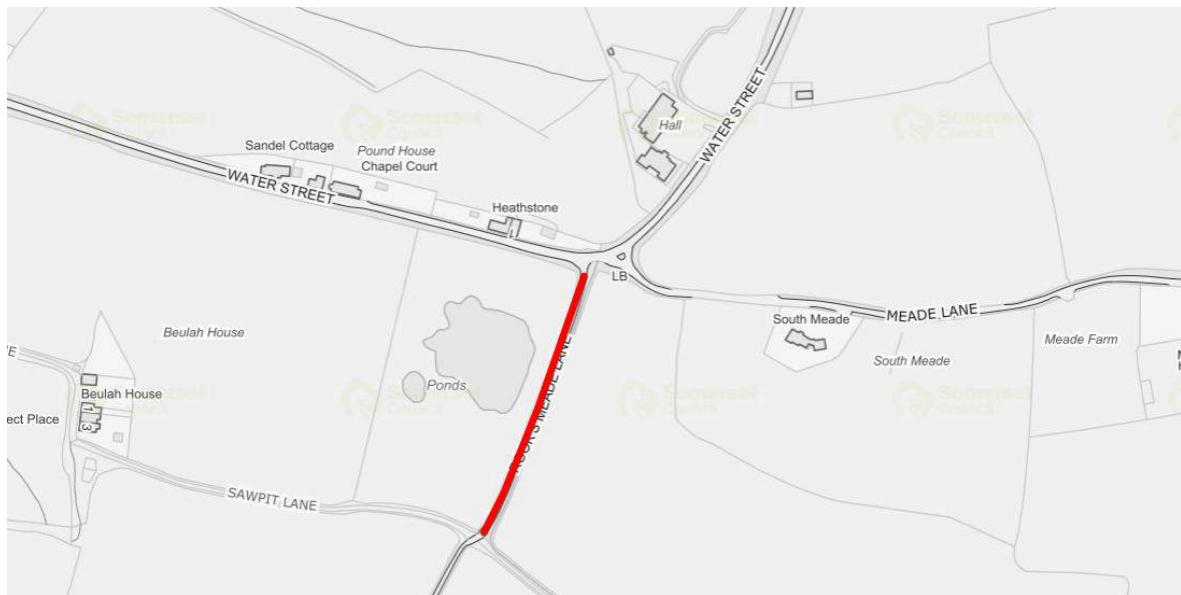
Resurfacing Scheme – Deferred to 25/26 programme.



Seavington St. Mary

Rooks Meade Lane

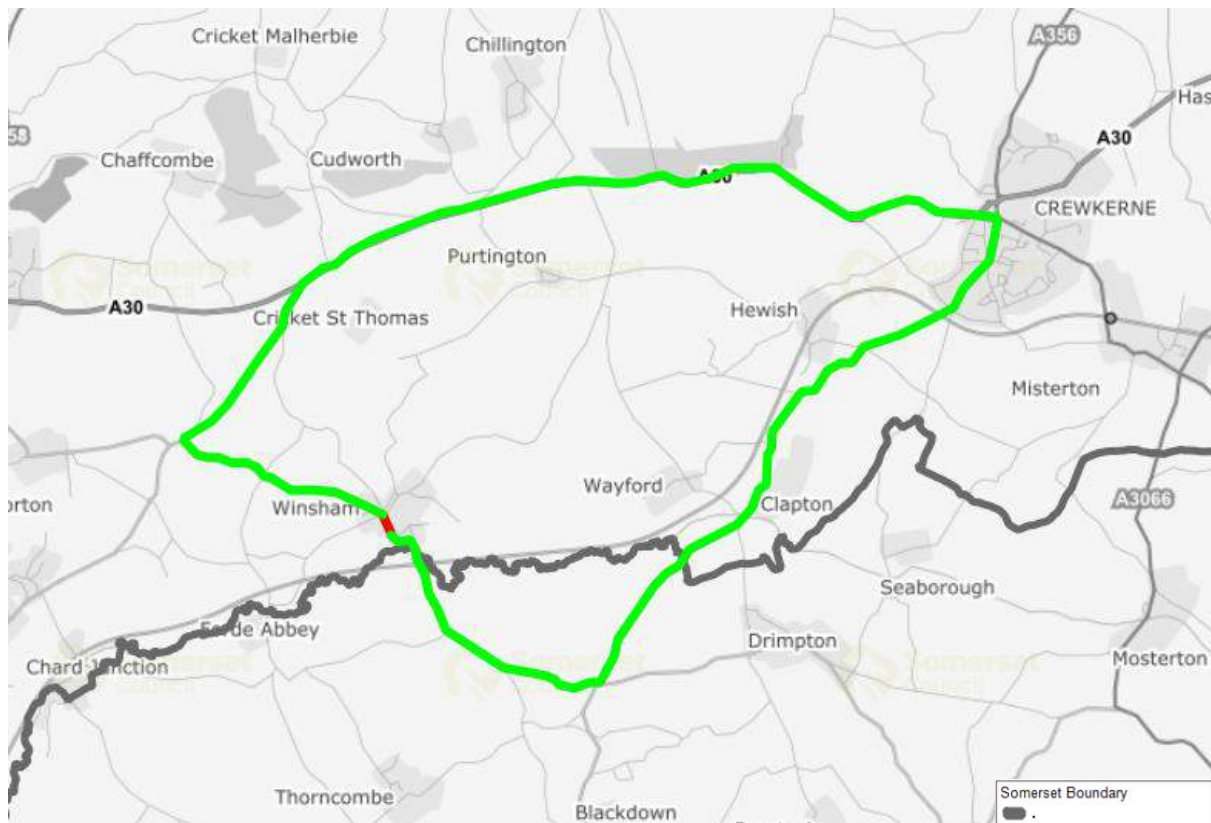
Earthworks Scheme – Dates and Traffic management to be confirmed.



Winsham

B3162 Church Street

Drainage Scheme – Planned 23rd September for 40-days. Phased to allow school access.



Version Control

Version	Author	Date	Description
V1	CMG	08/12/23	Initial Draft
V2	CMG	29/01/24	Addition of Schemes
V3	CMG	05/02/24	Scheme Amendments
V4	CMG	23/02/24	Scheme Amendments
V5	CMG	17/09/24	Diversions and amendments



Have your say on a new political map for Somerset Council

A public consultation has been launched to help shape new council divisions for Somerset Council. The Local Government Boundary Commission for England wants to hear people's views on where they live, to help make sure that the new divisions reflect the size and shape of local communities.

An electoral review is being carried out to make sure that each local councillor represents about the same number of electors, and that the divisions they represent reflect community identities.

The Local Government Boundary Commission has decided that the number of councillors in Somerset Council should be **96**. This is a change from the current council, which has **110** members.

Launching the consultation on the electoral review of Somerset Council, Professor Colin Mellors, Chair of the Local Government Boundary Commission for England, said:

"We are looking for your views, as local people, on how you think Somerset should be represented in divisions that reflect local communities and identities.

"By telling us about where you live and where you access local services, it will help us to create appropriate and meaningful boundaries.

"It might be something as straightforward as where you go for shops, schools or a sporting venue, whether you see a road, park or river as a dividing feature or the heart of a community, or which areas have joint projects.

"Hearing from local residents will give us important evidence to inform our recommendations for a pattern of divisions for Somerset that ensures each councillor represents about the same number of electors."

The consultation on this stage of the electoral review of Somerset Council lasts for ten weeks and closes on 20 January. The Commission will use local views to help draw up their proposals for new division boundaries.

Local people can provide their views via the Commission website at: [Somerset | LGBCE](https://www.somerset.lgbce.org.uk)

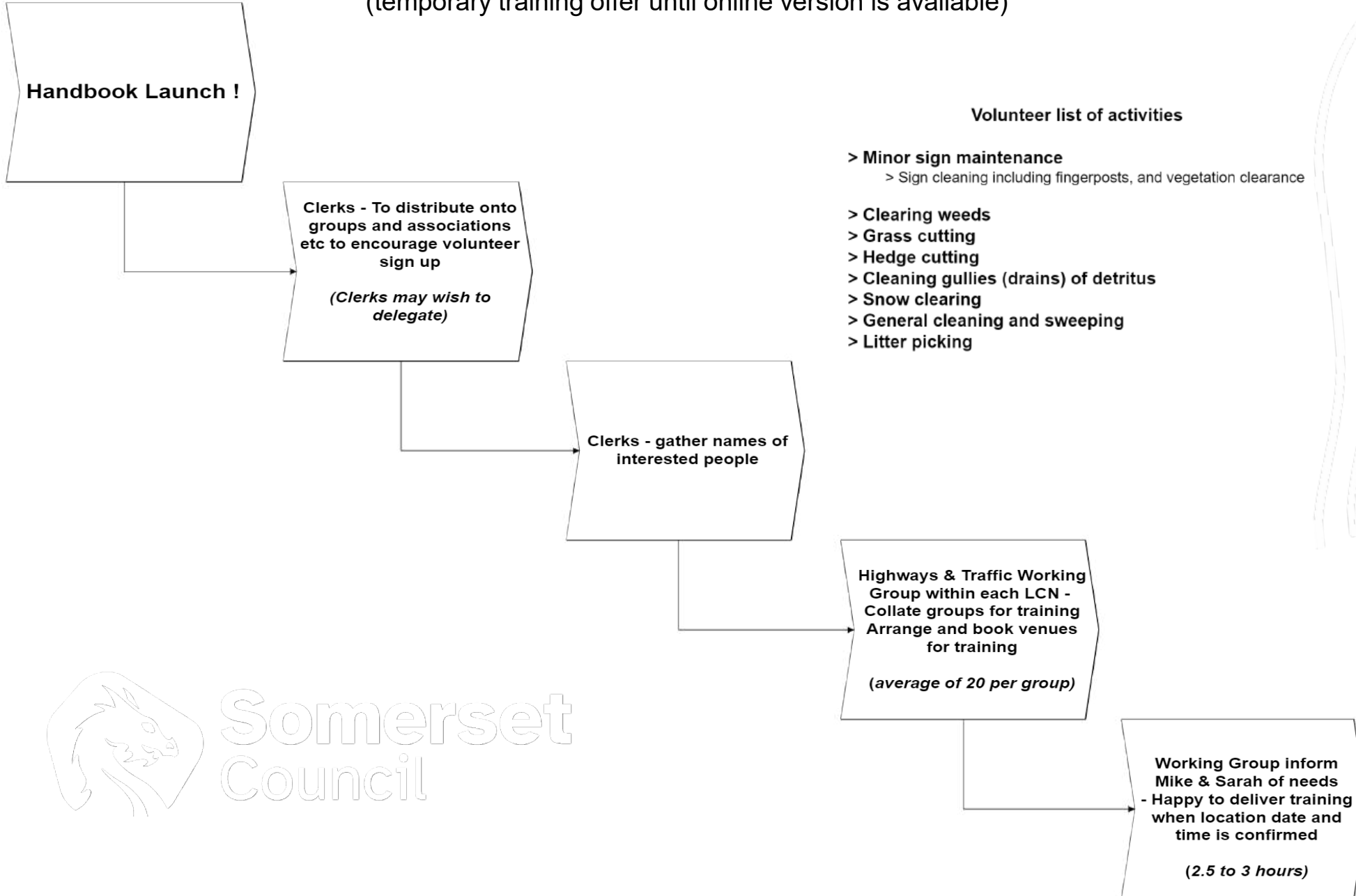
by emailing reviews@lgbce.org.uk

or by post to:

Review Officer (Somerset)
The Local Government Boundary Commission for England
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

Highway Safety Awareness Training Course

(temporary training offer until online version is available)



Somerset
Council



Somerset
Council

Highway Volunteer Handbook



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Introduction

This handbook has been designed to provide simple guidance to City, Town or Parish Council volunteers working alongside and on the highway, including metalled public rights of way (more guidance will follow regarding public rights of way maintenance). It provides information on where to find support if an incident occurs, as well as guidance to help ensure all volunteers remain safe whilst helping improve the local highways.

This handbook is not fully comprehensive. Individuals are responsible for their own safety and ensuring any tasks they undertake are within their own capability and skill set.

City, Town, and Parish Councils are responsible for providing the appropriate levels of insurance to cover the low risk activities defined in the volunteer safety awareness training course, and we advise that City, Town, and Parish Councils discuss the appropriate levels of insurance with their insurance provider.

Safety is paramount for anyone working on or near the highway – if in doubt, STOP, and seek advice from your City, Town or Parish Council.

Safety first

- Ensure you are safe!
- Ensure people can still pass by safely.
- Think about where you will store your equipment.
- Think about where you are going to store any arisings (waste products).
- Don't start something you can't finish.

Risk

A risk assessment is the process of evaluating hazards in the environment in order to understand the risks posed. The main purpose of a risk assessment is to:

- To keep people safe
- Manage risk by identifying hazards
- Protect the City, Town and Parish Council from possible prosecution
- Make sure that work can be carried out with little or no risk
- Provide information for auditors

When talking about the subject of health and safety, people sometimes use different terms interchangeably, which can lead to confusion. Before we move on, let's check a few definitions.

- A hazard is something that has the potential to cause harm
- A risk is the chance that someone will be harmed by a hazard
- An incident is an occurrence that is unplanned and undesirable
- An incident does not necessarily lead to injury.
- Harm is the impact of a hazard. Harm can be sustained by objects in the form of damage or by persons in the form of injury. Harm is a common consequence of an incident.

So before determining that particular activities can be performed by volunteers, the activity should be subjected to an appropriate level of risk assessment by the City, Town and Parish Councils.

Key hazards and potential control measures

Hazards and Risk Levels:

- Hazards include anything (objects, persons, conditions etc) that could cause harm
- Risk levels are categorized as Low, Medium, High, or N/A (not applicable)
- Control measures are implemented to mitigate risks

Physical Hazards:

- Uneven or slippery ground surfaces
- Steep banks, reed beds, shrubs, brambles, and tree branches
- Visibility
- Cyclists and pedestrians
- Tools
- Weather
- Parked vehicles
- Vehicle speed
- Sharps, needles

Potential control measures:

- Safety goggles
- Heavy duty gloves
- Heavy duty shoes or boots
- Work around vehicles where safe to do so
- Wear suitable clothing for weather conditions (e.g., sun hat and sun cream in hot weather, waterproof warm clothing in cold weather)
- On country lanes, a second volunteer will act as a buddy/look out whilst the other is carrying out the activity
- Carry out the activity in low speed and low volume rural areas
- Carry a First Aid kit
- Allow others safe passage by moving yourself and/or your tools

Handling/Lifting Hazards:

- Twisting or leaning
- Lifting more than you can easily manage
- Standing on uneven ground

Potential control measures:

- Keep feet apart, one leg in front of the other
- Use a litter picker to avoid unnecessary bending
- Lift and move items using your legs (not your back)
- Take regular breaks to prevent fatigue

Weather Considerations:

- Be aware of the weather conditions (e.g. hot, cold or wet / sunny, foggy, misty)
- Heat stroke
- Dehydration
- Hypothermia

Potential control measures:

- Wear suitable clothing for weather conditions (e.g., sun hat and sun cream in hot weather, waterproof warm clothing in cold weather)
- Take regular breaks out of the sun
- Carry water and drink regularly

Chemical Hazards:

- Ignition source and flammable materials (e.g. cigarettes, electronic devices, tools or other objects that may spark with use)
- Flammable liquids / flammable solids / flammable aerosols
- Acids and Cyanides
- Paint / petroleum products
- Pesticides / herbicides

Potential control measures:

- Report it by phoning this number 0300 123 2224 or report it via the Somerset website to [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

Biological Hazards:

- Dirty water in ditches
- Faeces, vomit and used condoms
- Hypodermic needles
- Toxic waste (e.g. batteries, asbestos, chemicals)

Potential control measures:

- Report it by phoning this number 0300 123 2224 or report it via the Somerset website to [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

Verbal/Physical Abuse:

- Hitting, slapping, punching
- Belittling, name calling, threats of harm, intimidation
- Racist or sexist abuse, abuse based on a person's disability and other forms of harassment, slurs or similar treatment

Potential control measures:

- Advice will be provided for any specific precautions needed to be taken at certain locations
- Adopt a non-confrontational attitude. Do not react to verbal abuse or provocation; remain calm. Any incident of abuse must be reported
- Provide up-to-date contact details to your City, Town or Parish Council

First Aid

The City, Town or Parish Council will provide first aid kits for volunteer use.

First Aid kits will be kept on site and volunteers should know where it is and be familiar with its contents and how to use them. In an emergency call 999.

First Aid kits will conform to BS 8599-1.

It is recognised that although volunteers are not employees of the City, Town and Parish Councils, under Health and Safety Legislation where they are operating under service direction they are protected under the Health and Safety at Work Act 1974, as non-employees who could be affected by their Council's undertaking.

Any incidents involving actual, or the potential of, harm to volunteers must be reported to your City, Town and Parish Council and entered onto the parishes accident / incident recording system.

Hospital Emergency Departments

Name and Address	Phone	Website
Yeovil Hospital BA21 4AT	01935475122	Yeovil Hospital - Yeovil Hospital (somerseftt.nhs.uk)
Musgrove Park Hospital Parkfield Drive Taunton, TA1 5DA	01823333444	Departments and services - Musgrove Park Hospital - NHS (www.nhs.uk)

Urgent care – Walk in Centre

Name and Address	Phone	Website	Opening times
Chard Community Hospital Crewkerne Road Chard, TA20 1NF	01460 238220	Departments and services - Chard Community Hospital - NHS (www.nhs.uk)	8:00am to 8:30pm open 7 days a week
Frome Community Hospital Enos Way Frome, BA11 2FH	01373 454770	Departments and services - Frome Community Hospital - NHS (www.nhs.uk)	8:00am to 9:00pm open Monday to Friday
Bridgwater Community Hospital Bower Lane Bridgwater, TA6 4GU	01278 436555	Departments and services - Bridgwater Community Hospital - NHS (www.nhs.uk)	8:30am to 5:00pm open Monday to Friday open 9:00am to 5:00pm weekends
Minehead Community Hospital Luttrell Way Minehead, TA24 6DF	01643 701715	Departments and services - Minehead Community Hospital - NHS (www.nhs.uk)	8:00am to 9:00pm open 7 days a week
Shepton Mallet Community Hospital Bucklers Way Old Wells Road Shepton Mallet, BA4 4PG	03333 218278	Departments and services - Shepton Mallet Community Hospital - NHS (www.nhs.uk)	8am – 8:30pm open 7 days a week
West Mendip (Glastonbury) Community Hospital Old Wells Road Glastonbury, BA6 8JD	01458 836454	West Mendip Community Hospital - NHS (www.nhs.uk)	8:00am to 9:00pm open 7 days a week

Personal Protective Equipment (PPE)

The City, Town or Parish Council will provide standard PPE consisting of:

- Class 3 high visibility jacket or tabard
- Construction gloves
- Safety goggles/glasses

High visibility clothing must be worn at all times, and we encourage volunteers to wear their own suitable footwear.

Hand tool management

It is likely that many of the tasks you may undertake as a Highway Volunteer will involve using tools which could include spades, brooms, pruning tools, rakes, wire brushes etc.

Volunteers can bring their own tools providing they are in good condition, and must take responsibility for them, so as not to cause risk to themselves and others.

When the volunteer has finished using a tool, they must ensure that it is placed somewhere safe at the location, where it will not create a hazard to highway users or your fellow volunteers.

On completing an activity, volunteers should return all tools to the City, Town or Parish Council.

Transporting

- Never carry more tools than you can comfortably manage and always carry tools to your side with any spikes or blades facing down
- Always keep a good distance from others when carrying tools in case you slip

Care when tools not in use

- When not in use tools should be laid flat with sharp edges and spikes facing downwards
- Always keep tools in a central location (do not leave saws etc. hanging in trees and bushes)

Using tools

- Always use the right tool for the job and appropriate protective equipment
- You should only use tools that you are familiar/competent to use (it is ok to ask for help)
- Always inspect your tool for damage before and after use
- Always maintain a safe working zone, this should include the full length of the tool being used

Access and lone working

Ensure there is good access and egress to work area, do not get yourselves in a place of no escape. Volunteers should never work by themselves, ensure that you are always with another person.

Other users of the highway

Path users shall at all times retain the right to pass, where this cannot be maintained they shall be escorted through the work area.

Volunteers should always be aware of their surroundings. Where the activity is on a public accessible area, for example a footway or cycleway, be vigilant of other cycleway/footway users and to allow them safe passage by moving yourself and/or your tools.

Infectious Diseases

Leptospirosis

Leptospirosis or Wiels disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats and cattle.

Early symptoms can include a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pain and ultimately jaundice, meningitis and kidney failure and possible death

Prevention

- Clean and cover any cuts or breaks in the skin and always wear gloves when working
- Always wash your hands and forearms before eating drinking or smoking and avoid touching your face whilst working
- In areas of heavy rat infestation consider extra controls such as disposable coveralls

What to do if you think you have become infected

- Seek medical attention immediately, tell them the type of work you were undertaking and the location and report any suspected infection to your supervisor

Lymes Disease

Lymes disease is transmitted to humans by the bite of infected ticks. Symptoms include fever, headaches and fatigue, a rash at the site of the bite, often appearing as a bull's-eye.

If left untreated, it can affect the joints, heart and central nervous system and can cause long term irreversible damage to your health.

If you find a tick on your body do not attempt to remove it by squeezing its body. Remove the tick by holding the mouth parts with tweezers or leave it in place and seek medical attention.

If you have a suspected bite and the rash appears seek medical attention.



Natural Hazards

There are a number of naturally occurring hazards to be aware of when working on highway verges.

Ragwort

Volunteers should be aware of this plant, and avoid it, unless they are wearing specialist protective clothing.

Ragwort is a poisonous weed of which *Senecio jacobaea* is the most common.

Ragwort is a tall erect plant to 90cm (3ft) bearing large flat-topped clusters of yellow daisy-like flowers from July to October.

It has finely divided leaves with a basal rosette of deeply cut, toothed leaves.



The plant is usually a biennial (living only two years and flowering in its second year) but damage to the base of the plant can make the plant behave like a perennial (living indefinitely), as new rosettes are formed.

Ragwort may occur in pony paddocks, railway embankments and areas of unimproved pasture. Cattle and horses are particularly susceptible to poisoning.

Giant Hogweed

Volunteers should be aware of this plant, and avoid it, unless they are wearing specialist protective clothing.

Giant hogweed can grow up to five metres tall, often along footpaths and riverbanks.

If the sap of the plant comes into contact with your skin, it can cause severe, painful burns and make your skin sensitive to strong sunlight. The hollow stems are an attraction to children for use as a "pea shooter".



If you touch a giant hogweed, cover the affected area, and wash it with soap and water.

The blisters heal very slowly and can develop into phytophotodermatitis, a type of skin rash which flares up in sunlight. If you feel unwell after contact with giant hogweed, speak to your doctor.

Location: Roadsides, railway embankments, riversides, hedges and fields.

Flowering period: May to September.

Oak Processionary Moth (OPM)

Oak trees are currently being inhabited by OPM. Initially nests are built between March and April, before hairy caterpillars appear from the nests and process up and down the oak tree.

The Caterpillars and nests, have hairs which can cause rashes and in extreme cases breathing difficulties.



Volunteers are advised to carefully check round Oak trees.

Check for nests either in the tree or on the ground with fallen leaves.

Underground Utilities

Statutory Undertakers pipes and cables

The highway has many underground statutory undertakers pipes and cables.

This can include water mains, gas pipes, street lighting electricity cables, and fibre optic cables.

The volunteer will undertake a dynamic site risk assessment on arrival at the location.

They will take note of any of these potential hazards, to assess for signs of cables, recent ground disturbance, or metal or concrete covers.

This assessment will take place prior to volunteers carrying out any work.



Exposed cables

Some statutory undertakers apparatus may not be buried to the correct depth.

The volunteer will undertake a dynamic site risk assessment on arrival at the location and report any exposed apparatus to [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)



Vegetation works

Overhanging vegetation

Trimming back overhanging vegetation can help passage along the carriageway and tidy up an overgrown area.

During March to August, special care must be taken to not disturb nesting birds.

Check areas of vegetation for nests before cutting, particularly amongst dense scrub and ivy.

Start lightly so if a nest is discovered, it can be left undisturbed.

From September to December, avoid cutting fruit and berry bearing branches unless absolutely necessary.

It is also important to ensure that any vegetation belongs to the City, Town or Parish, or Somerset Council, and is not privately owned.

These conifers (pictured above) are likely to be private, and hence should not be cut by volunteers without permission of the householder.

Areas such as this can be reported via: [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

Provide a photo and good location details, and the team will deal with the overgrown private vegetation issue.



Grass, brambles & weeds

Check no fences or wire cables within the vegetation before you start work.

Beware of 'flying' debris as you undertake the works.

Avoid 'wild flowers' – wait to the end of season, unless it is a safety issue.

Ensure the foliage debris doesn't block the footway – think about where to store them safely.

Hoe or use a stiff brush on weeds. Look out for litter and sharps.



Epicormic growth

Is the annual growth that occurs on the lower part of the main trunk of the tree.

The growth can block the footway, and occurs mostly between May and August.

Volunteers may trim this new growth, but must ensure that it is as close to the main trunk as possible.



Minor sign maintenance

Sign cleaning including fingerposts, and vegetation clearance

If you wish to paint or repair a fingerpost please follow this link the Maintenance, Repair & Restoration Handbook [Fingerpost](#)

Over time, detritus and vegetation can cause signs to become unreadable or hidden within hedgerows.

Before working on a signpost, give it a head to toe check. Ensure that it is not rotten and won't collapse if leant on. The back of the sign should also be checked make sure that the bolts and clips are in place and the sign will not fall.

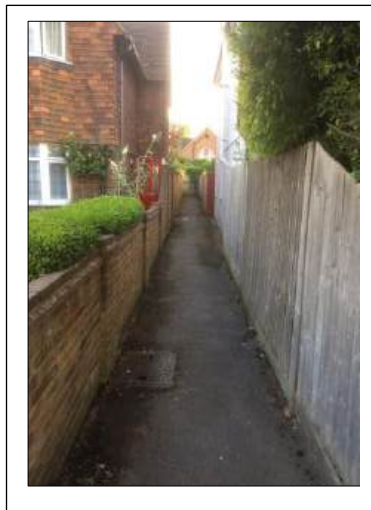
The volunteers will remove all detritus, foreign material, algae and graffiti to ensure the signs are clearly visible to highway users. It is important not to overreach when cleaning signs. Make sure that both feet are always on the ground.

Cleaning signs can be undertaken with water and soft brushes, sponges, mops or pressure washer. Signs have a retroreflective covering to ensure they can be seen during low light. For this reason, it is important not to use chemicals or to scrub too hard when trying to remove dirt or detritus.

Clearing and cutting back vegetation can be undertaken using hand tools, for example shears.

A check must be made to assess if the root base of the vegetation is the responsibility of the adjoining landowner and therefore it is imperative that the City, Town or Parish Council consults with the landowner of the tree, bush or hedge for approval before commencing work.

Before and after images



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Meeting notes from Highways and Traffic Working Group (05/09/2024)

- **Meeting Scheduling:** Nathan discussed the scheduling of upcoming meetings, highlighting the main highways meeting set for September 19th and the importance of coordinating with Highways and Traffic for their attendance. This planning aims to ensure key discussions and decisions can be made with all relevant parties present.
 - **Importance of Attendance:** He stressed the need for key representatives to attend, as their presence is critical for making informed decisions and addressing important questions.
 - **Follow-up Actions:** Nathan indicated he would send another email to chase up and ensure attendance, demonstrating proactive steps to secure the meeting's success.
- **Meeting Agendas and Documentation:** Nathan emphasized the distribution and importance of meeting agendas and attached documents to ensure all participants are well-informed and prepared for discussions. This approach facilitates more productive meetings by aligning participants on topics to be discussed.
 - **Agenda Distribution:** Nathan highlighted that most people received the agenda, ensuring participants are informed about the meeting's topics.
 - **Document Accessibility:** He clarified that the agenda was attached to a document, confirming that attendees have access to necessary information for the meeting.
- **Highways Meeting:** Nathan outlined the structure of the highways meeting, indicating it would include representatives from the highways and traffic team, aiming to pre-load them with information for a more efficient meeting. This strategy is designed to streamline the process and ensure that pertinent questions are addressed.
 - **Question Preparation:** By sharing concerns in advance, the meeting aims to ensure that all pertinent questions are ready to be addressed effectively on the day.
- **Meeting Minutes and Documentation:** Nathan discussed the transition to using Copilot for meeting minutes to improve the efficiency and accuracy of documentation. This change aims to ensure that all actions and discussions are accurately captured and disseminated.
- **Police Representation at Meetings:** It was discussed the importance of having police representation at meetings to address matters related to police issues, indicating a representative would attend the September 26th meeting. This inclusion is aimed at ensuring comprehensive discussions on safety and enforcement.
 - **Police Attendance:** Nathan confirmed that a police representative has been asked to attend the September 19th meeting to discuss relevant police issues, ensuring a comprehensive dialogue on safety and enforcement.
 - **Meeting Inclusion Goals:** The inclusion of police representation aims to provide a holistic perspective on matters requiring law enforcement insight and action.
 - **Addressing Community Concerns:** Having police presence at the meeting is crucial for addressing community concerns directly related to policing and public safety.
- **Funding and Resources:** The Group raised concerns about funding for parish councils and the availability of resources. This discussion highlights the ongoing challenges faced by councils in securing necessary resources for their activities.
- **Statutory Duties and Enhanced Services:** Discussions around statutory duties and the potential for parishes to purchase additional highway maintenance services from

Kier were highlighted. This conversation underscores the need for clarity on what constitutes statutory duties versus enhanced services and how parishes can effectively manage their responsibilities.

- **Statutory Duties Clarification:** The group discussed the need for clarity on statutory duties and how they differ from enhanced services offered by external providers like Kier.
- **Parish Responsibilities:** The conversation focused on how parishes can manage their responsibilities effectively, considering the potential to purchase additional services.
- **Service Management:** There was an emphasis on understanding the scope of services that parishes are obligated to manage versus those they can opt to enhance through external providers.
- **Legal and Insurance Concerns:** Concerns were raised about the legal and insurance implications of parishes undertaking additional responsibilities, such as highway maintenance. This discussion points to the need for clear guidelines and support to ensure parishes are adequately protected and informed.
 - **Insurance Coverage:** Concerns about insurance coverage were raised, emphasizing the importance of ensuring that parishes are adequately protected when undertaking new tasks.

Follow-up tasks:

- **Highways Meeting:** Schedule the next highways meeting with Lee and representatives from the highways and traffic team. (Nathan)
- **Meeting Minutes:** Transcribe and distribute the minutes from the current meeting. (Nathan)
- **Police Representation:** Invite a representative from the police to the 19th of September meeting. (Nathan)
- **Police Community Fund:** Inquire about the possibility of resurrecting the police community fund for parish councils. (Nathan)
- **Chapter 8 Training:** Clarify the availability and scope of Chapter 8 training for parish councils. (Nathan)
- **Statutory Duties:** Distribute a clear list of statutory duties to all parish councils. (Nathan)
- **Legal Opinion:** Seek a legal opinion on the responsibilities and liabilities of parish councils under the enhanced highways maintenance pilot. (Nathan)
- **Police and Crime Commissioner Meeting:** Arrange a meeting with the Police and Crime Commissioner to discuss concerns about law enforcement and community safety. (Nathan)

Please find details of the best forms of contact for highway and traffic-related matters.

1. **Simple transactional service requests (e.g. potholes)** - The hyperlink below takes you to the 'report it online' area of the Councils' website which explains how to report a problem or issue associated with the highway. This will be suitable for most enquiries and the quickest way to get the issue resolved.

The 'report a problem on the road' link takes you to 19 different categories to report online e.g. potholes, overhanging vegetation, flooding, blocked drains and gullies, which should all be reported online as you will receive a faster response as they are directly linked to our Highways Team. [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

2. **For more detailed enquiries** – Whilst most issues can be dealt with using the 'report it online', there may be other, more complex enquiries from Parish Councils and the public.

The hyperlink [Roads, travel and parking \(somerset.gov.uk\)](https://www.somerset.gov.uk/roads-travel-and-parking) takes you to eleven sub-menus of different enquiries and information that may help.

3. **If the remaining enquiries cannot be dealt with by any of the above – please use the following email address:**

Area Highways Office (North) – countyroads-sedgemoor@somerset.gov.uk

Area Highways Office (East) – countyroads-mendip@somerset.gov.uk

Area Highways Office (South) – countyroads-southsom@somerset.gov.uk

Area Highways Office (West) – countyroads-tdeane@somerset.gov.uk

Streetworks (Public Utility issues) – streetworks@somerset.gov.uk or use this link to [One Network](#) for roadworks information.

Traffic matters – trafficmanagement@somerset.gov.uk

Bridges and structures – bridges@somerset.gov.uk

Highway trees – highwaytrees@somerset.gov.uk

Rights of way – rightsofway@somerset.gov.uk

Highway lighting – highwayslighting@somerset.gov.uk

Highway development control - highwaysdevelopmentcontrol@somerset.gov.uk

Mrs Kim Larsson (Donyatt P.C.)

Clerk.donyattpc@gmail.com

Date: 23 October 2024

Our Ref: **19/00012/OUT**

Jane Fuller (Specialist)

PlanningSouth@somerset.gov.uk**Town and Country Planning Act 1990****Town and Country Planning (Development Management Procedure) (England) Order****The Town and Country Planning (Environmental Impact Assessment) Regulations 2017****Notice Under Article 25 and Regulation 25 of the above Order of an application for****Planning Permission accompanied by an Environmental Statement****Application No: 19/00012/OUT**

Proposal: Outline planning application for, demolition of existing buildings and erection of up to 150 No. dwellings on the land to the north of Station Road; and for up to 21,780 sq m (individually or in combination) of flexible B1(C), B2, B8, uses and up to 1,310 sq m (individually or in combination) of flexible D1, A3, A4, A5 or Motor Dealership uses on the land to the South of Station Road; and details of accesses off Station Road together with other infrastructure, engineering works, including the provision of flood alleviation works, landscaping, ecological mitigation and associated works. Development will be phased and capable of being severed.

Site Address: Horlicks Farms And Dairies Ltd Station Road Ilminster Somerset TA19 9PS

This application has been amended and/or additional information has been received.

The details are as follows:

Following the previous consultation process on this application, a number of changes have been made in response to the consultation responses received and an amended application pack has now been submitted. Please refer to the Agent's Cover Letter dated 26/09/2024 on the public portal for a summary of the proposed changes. The description of development has also been updated. Your further comments are now welcomed.

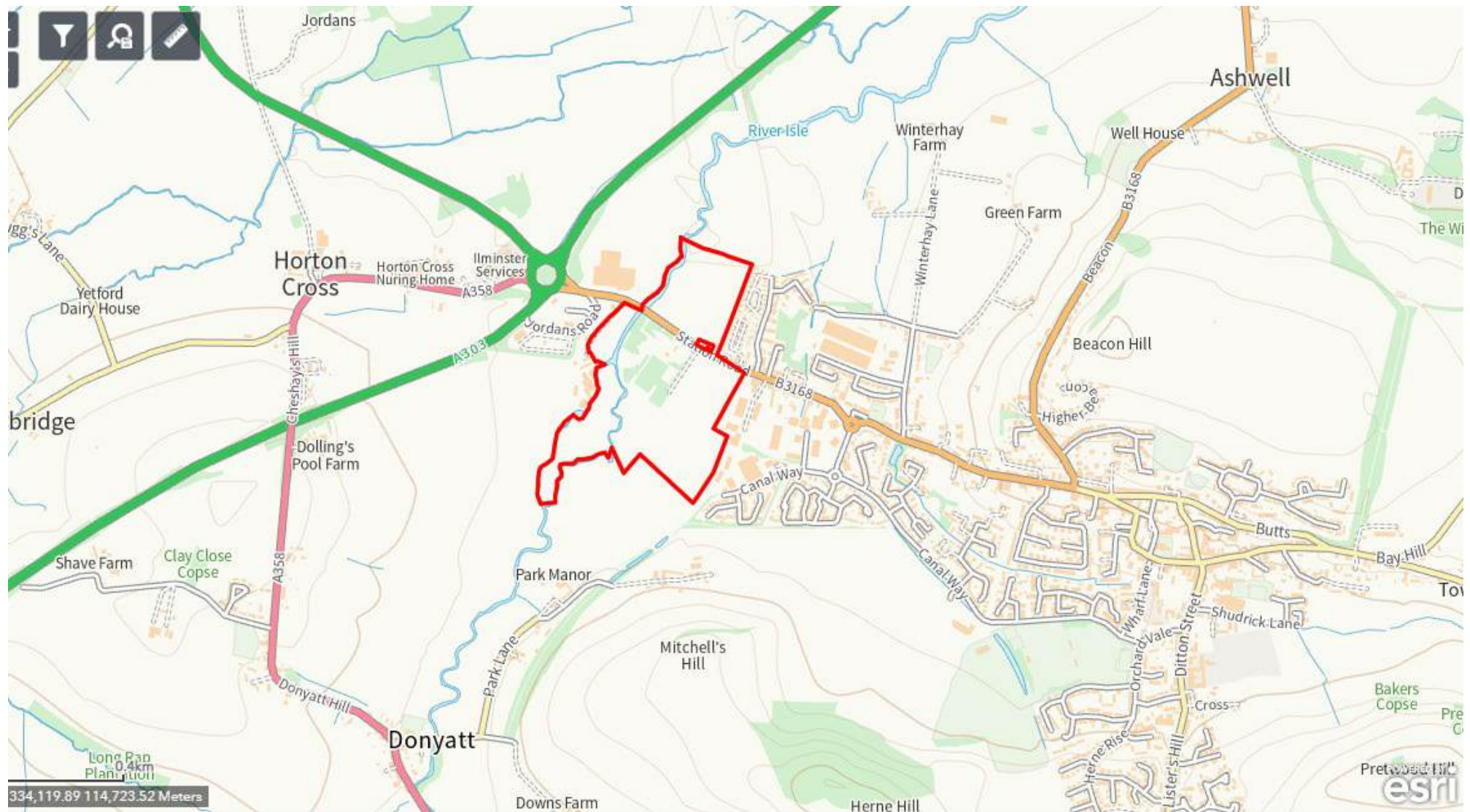
Documents relating to this application can be viewed on our website

<https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/>

If you have any representations they should reach this office as soon as possible but no later than **22 November 2024**. If no communication is received it will be assumed you have no comments to make.

Yours sincerely,

Planning Team South
Somerset Council



Mrs Kim Larsson (Donyatt P.C.)

Clerk.donyattpc@gmail.com

Date: 21 October 2024

Our Ref: **24/02139/LBC**

Louisa Brown (Senior Planning Officer)

Email: louisa.brown@somerset.gov.uk
(01935) 462344

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Mrs Kim Larsson (Donyatt P.C.)

Proposal: Conversion of Grade II listed Puddling House and nearby traditional building (not curtilage listed as confirmed by the councils conservation officer) into one dwelling including adding a link between the two and a modest extension to the traditional building and a detached garage. The Dutch barn beside the buildings will be demolished.

Location: Whitney Farm Whitney Hill Horton Ilminster Somerset TA19 0SJ

Applicant: Mr & Mrs C & R Wilson

Application Type : Listed Building Consent

Application Number: 24/02139/LBC

The Council has received the above application and the documents are available on the website, [Planning Search \(somersetsouth.gov.uk\)](http://somersetsouth.gov.uk)

Comments are welcome by **11 November 2024**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

The application is being dealt with by Louisa Brown (Senior Planning Officer) who can be contacted by email at louisa.brown@somerset.gov.uk or by telephone on Tel No: (01935) 462344

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Louisa Brown (Senior Planning Officer)
Planning Team South
Somerset Council

Mrs Kim Larsson (Donyatt P.C.)

Clerk.donyattpc@gmail.com

Date: 21 October 2024

Our Ref: **24/02138/FUL**

Louisa Brown (Senior Planning Officer)

Email: louisa.brown@somerset.gov.uk
(01935) 462344

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

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Applicant: Mr & Mrs C & R Wilson

Application Type : Full Application

Application Number: 24/02138/FUL

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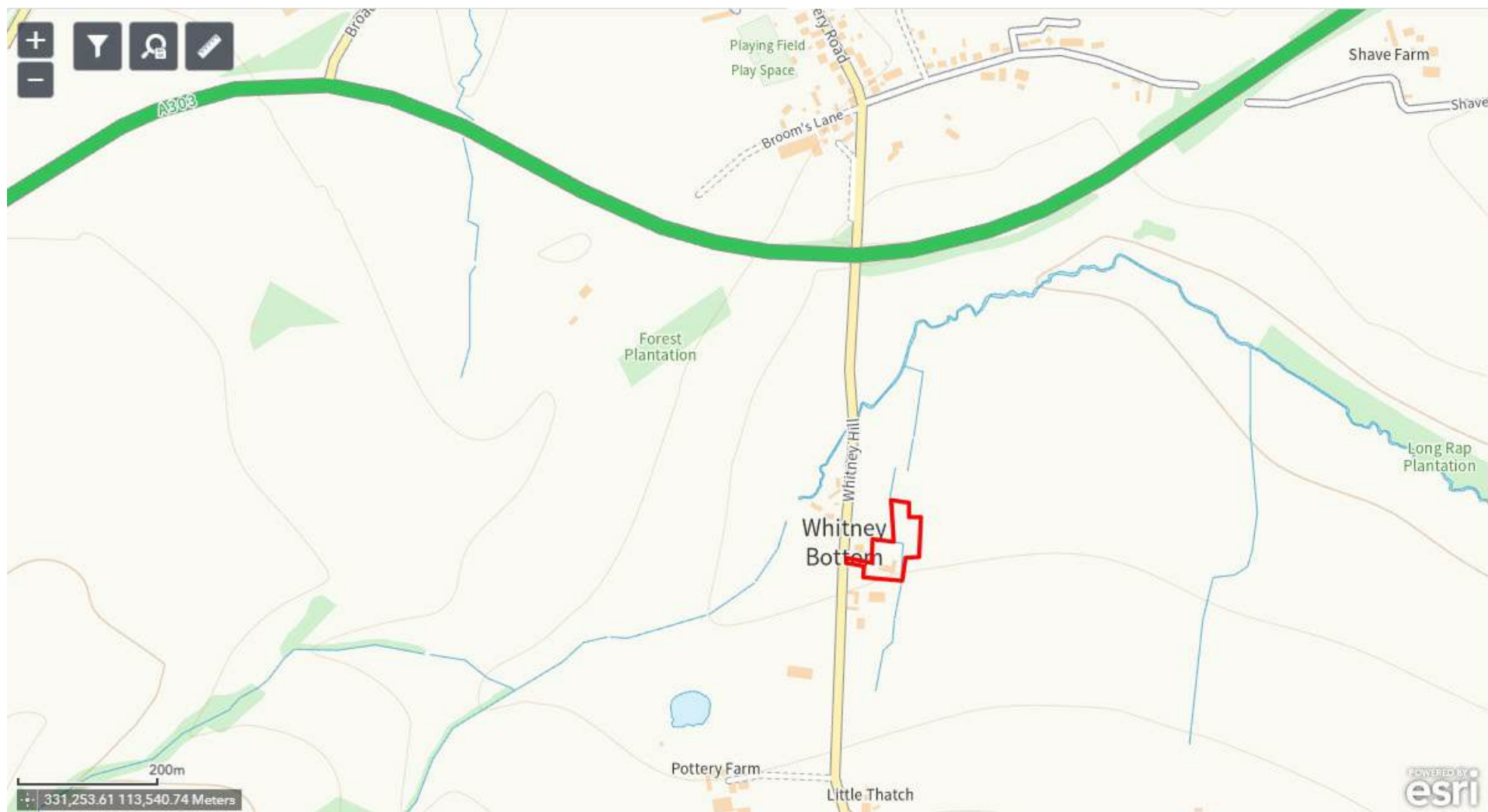
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Louisa Brown (Senior Planning Officer)
Planning Team South
Somerset Council





Have your say

A consultation on division boundaries for Somerset Council has begun

[The Local Government Boundary Commission for England | LGBCE](#)

A public consultation has been launched to help shape new council divisions for Somerset Council. The Local Government Boundary Commission for England wants to hear people's views on where they live, to help make sure that the new divisions reflect the size and shape of local communities.

An electoral review is being carried out to make sure that each local councillor represents about the same number of electors, and that the divisions they represent reflect community identities.

The Local Government Boundary Commission has decided that the number of Councillors in Somerset Council should be **96**. This is a change from the current council, which has **110** members

More information can be found through this link: [The Local Government Boundary Commission for England | LGBCE](#)

Local people can provide their views via the Commission website at: [Somerset | LGBCE](#)

by emailing reviews@lgbce.org.uk

or by post to:

Review Officer (Somerset)

The Local Boundary Commission for England

7th Floor

3 Bunhill Row

London

EC1Y 8YZ