



LOCKING PARISH COUNCIL



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SUPPLEMENTARY PROVISIONS TO LOCKING PARISH COUNCIL'S STANDING ORDERS.

These provisions amplify and supplement the Standing Orders. They do not carry mandatory force, but should normally be followed by the Council in carrying out its duties.

1. ANNUAL REVIEW

As part of the annual review of the Standing Orders, this document shall be updated as necessary and reviewed annually in February.

2. THE COUNCIL

These provisions amplify section 21 of standing orders.

2.1. CO-OPTIONS:

All candidates for co-option must be interviewed by the Council.

2.2 COMMITTEES and sub-committees:

The Council shall be organised on a Committee basis.

(a) NUMBER OF COMMITTEES:

There shall be as many Committees and sub-committees as the Council and the major committees deems necessary in order to carry out the efficient dispatch of its business. There shall be at least:

1. **VILLAGE HALL/PARK COMMITTEE:** shall be responsible for everything within the fence bounding the Village Hall and the Park in Grenville Avenue/Elm Tree Road.
2. **ESTATES COMMITTEE:** shall be responsible for the Sports Field and Changing Rooms (currently leased by FC Locking), Open Spaces, Public Footpaths, Street Furniture (excluding Street Lighting), Bus Shelters and Allotments.
3. **EXECUTIVE COMMITTEE:**
There shall be an **EXECUTIVE COMMITTEE** comprising the Chairman and Vice-Chairman of the Council and the Chairmen of the two major Committees. The Committee shall meet on an Ad Hoc basis, at the discretion of the Council Chairman, to deal with matters that require an urgent decision and/or for which it would be inappropriate to call a special meeting of the Council.

These Committees, for the purposes of this document, shall be referred to as the "Standing Committees".

2.3. MEMBERSHIP:

1. Members shall decide on which Committee/s, if any, they wish to serve.
2. Any member who fails to attend three consecutive meetings of a Committee without acceptable reasons shall be deemed to be disqualified and not eligible for re-election to the Committee for at least 12 months after disqualification.
3. New members shall be invited to attend at least one meeting of each Committee before being asked on which Committee/s (if any) they wish to serve.

2.4 MINUTES:

- 1.** The proceedings of all Committees and sub-committees shall be minuted.
- 2.** These minutes shall be received by the Council at its next meeting and should be circulated with the Agenda for that meeting. Any matters referred to Council for decision shall be listed on the Agenda.

2.5 MEETINGS:

2.5.1 COUNCIL:

- a.** Shall normally meet monthly on the first Thursday of each month
- b.** Extraordinary meetings may be called at any time.

2.5.2 COMMITTEES:

- a.** The two major Committees shall normally meet on the third Thursday of alternate months.

2.6 CHAIRMANSHIP, STANDING ORDERS/DECLARATIONS OF INTEREST ETC:

Every member, upon election/co-option shall be given a copy of the Council's Corporate Policy or provided with the same contents in electronic form, which shall contain:-

- a.** The Standing Orders
- b.** The Supplementary Provisions
- c.** Parish Policies
- c.** The Terms of Reference for Council, its Committees, Sub-Committees and Working Groups
- d.** The Code of Conduct
- e.** The 2005 Parish Plan
- f.** Financial Regulations
- g.** Staff Job Specifications and Contracts

Also:- ALCA Booklet "Being a Good Councillor" guide

Every member shall complete the Statutory Declaration of Acceptance of Office every four years (Council & Committee Chairmen yearly). A Register of Interest form is also to be completed and updated when required.

And any other documents that are useful

2.7 OFFICE STAFF:

2.7.1 NUMBER OF EMPLOYEES:

- 1.** The Council shall employ a Clerk/Responsible Financial Officer (these posts can be split, if required) and whatever additional officers that are necessary to fulfill the Council's obligations in the Parish.

2.7.2 SALARIES:

- 1..** The salary of the Clerk/RFO shall be that recommended by NALC.
- 2.** The salaries of other officer staff shall be determined by the Council.
- 3.** These shall be reviewed annually in time for inclusion in the estimates/precept for the forthcoming financial year.
- 4.** Any changes shall normally not become effective until 1st April of the forthcoming financial year.

2.7.3 TERMS OF EMPLOYMENT:

On commencement of their employment all Officer staff shall be given:-

- 1.. A Contract of Employment.
2. A list of duties and responsibilities which shall be determined by the Council.

2.7.4 SUBSCRIPTIONS: The Council shall pay:

1. The Clerk's subscription to the Society of Local Council Clerks.
2. Any other such subscriptions for staff as may become appropriate

2.7.5 TRAINING

1. The Council shall pay the fees for any training courses thought to be beneficial to the performance of Officers' duties.

2.7.6 SUPERVISION:

1. The Clerk / RFO shall be supervised by the Chairman of the Council.
2. The Clerk shall be responsible for the day to day supervision of all other staff in the Council's employ.

2.8 ANCILLARY STAFF: Hall Booking Coordinator, Parish Orderly and Dog Bin Coordinator

2.8.1 NUMBER OF EMPLOYEES:

1. The Council shall employ as many ancillary staff members as necessary to fulfill the Council's obligations in the Parish.
2. The Council shall continue to take advantage of the Parish Orderly Grant offered by the Unitary Authority.
3. The details of the Parish Orderly's duties shall be determined by the Estates Committee and Village Hall/Park Committee and reviewed annually.

2.8.2 SALARIES:

1. All manual staff shall be paid at an hourly rate set in time for inclusion in the Precept/Estimates for the forthcoming financial year.
2. All changes shall normally become effective from 1 April of the forthcoming financial year.
3. Time sheets shall be submitted detailing all work carried out.

2.8.3 TERMS OF EMPLOYMENT:

On commencement of their employment all manual staff shall be given:-

- (a) A Contract of Employment.
- (b) A list of duties and responsibilities which shall be determined by the appropriate Committee

2.8.4 TRAINING:

The Council shall continuously review the need for staff training deemed beneficial for the performance of the staff's duties. The Council shall pay the appropriate fees.

Staff paid by the Council may recommend to the Council whatever courses they deem beneficial for the performance of their duties.

2.9 STAFF- GENERAL:

1. The Council shall ensure that all staff are fully insured at all times.

2. The Council and its Committees shall bear in mind, constantly, the safety of its staff.
3. The Council and its Committees periodically shall inspect the equipment required by staff for the efficient performance of their duties.
4. Any recommendations for the purchase of new equipment over the cost of £500 shall be put forward for inclusion in the estimates for the forthcoming financial year.

2.9.1 MANUAL STAFF:

1. Shall receive their instructions, preferably in writing, from the Clerk to the Council, as authorised at Committee meetings.
2. In an emergency where instructions have been given by a Chairman/Vice-Chairman of the Council/Committees they shall be ratified at the next meeting of the Committee.

3.0 ADVICE ON COMPLAINTS PROCEDURE

Clear guidance on handling complaints has been produced by the Local Government Ombudsman and can be accessed from the publications page of the LGO website (www.lgo.org.uk). Although directed at principal councils, parish councils WILL also find this guidance helpful.

It is important that the council's response to a complaint is "proportionate and timely". The LGO guidance for principal councils suggests that most complaints should be resolved within twelve weeks of receipt of the complaint. In many cases, resolution may be possible within a much shorter timescale. Often an acknowledgement that something has gone wrong and an apology are all that the complainant wants.

Not all complaints are justified or well-founded. Sometimes councils may find themselves being called upon to respond repeatedly to an individual or group of individuals where that council has already investigated the matter under complaint (or something very similar) and has concluded that the complaint is without substance. In these cases, the LGO's 'Guidance note on management of unreasonable complainant behaviour' offers useful suggestions for the approach which may be taken and is readily applied to first tier councils.

4.0 APPEALS/PUBLIC ENQUIRIES:

1. The Council shall avail itself of every opportunity to make a written representation to the Planning Inspectorate in every appeal affecting Locking; including those for developments outside the Parish Boundary which could impact upon the Parish.
2. Where appropriate the Council shall appoint a representative to attend Public Enquiries. Any representative so appointed shall be authorised to speak on the Council's behalf and/or to a written statement that represents the Council's views.

5.0 COUNCIL PROPERTY

1. It is the responsibility of the Council and its major Committees to ensure that all property, fixtures, fittings and equipment are fully covered by insurance.
2. It is the responsibility of the Council and its major Committees to ensure that the rolling programs for maintenance and repair are adhered to.
3. The Council shall appoint overseers to inspect and report on the playing fields, the public rights of way, the allotments and the open spaces, who shall report on their appointed areas to the relevant Committee.

6.0 PUBLIC BUILDINGS

7.1 THE VILLAGE HALL:

Responsibility for the day to day running of the Village Hall shall be delegated to the Village Hall & Park Committee.

- 7.1.1** The Hall shall be licensed for Public Entertainment.
- 2.** The Village Hall/Park Committee shall ensure that the premises conform to the conditions of the License including Performing Rights.

7.2 CHANGING ROOMS (within the playing field - currently leased to FC Locking):

The responsibility for the Changing Rooms shall be delegated to the Estates Committee.

7. PLAYING FIELD (currently leased to FC Locking):

The Sports Field which comprises some 15 acres lying between Old Banwell Road and the By-Pass A371 is owned by the Council.

The responsibility for the day to day running of the Playing Field is that of FC Locking but the Estates Committee is its delegated overseer.

8. VILLAGE PARK

The Park lying between Grenville Avenue/Elm Tree Road comprising approximately 2 acres is owned by the Parish Council and purchased as its Millennium Project.

The responsibility for the day to day running of the Park shall be delegated to the Village Hall/Park Committee.

9. OPEN SPACES

The Parish Council owns the following areas of open space:- The Green: comprising 120 square metres and The Coronation Garden.

The responsibility for the day-to-day running of both the above areas shall be delegated to the Estates Committee.

10. PUBLIC RIGHTS OF WAY

The term “PROW” will mean a “rural” path as shown on the Definitive Map (appended to the end of this Document). For paths alongside the edges of roads the term “pavements” will be used.

PRW1. Responsibility shall be delegated to the Estates Committee.

PRW2. The Council, through the Committee, shall ensure that the footpaths within the Parish are kept clear of rubbish etc and are walkable.

- 1.** All footpaths shall be walked every year to ensure that they are passable and that bridges, stiles, signs etc. are present and in good order.
- 2.** Blockages etc. shall be reported to the Footpaths Authority.

PRW3. The Council shall continue in its efforts to obtain pavements along the complete length of Elm Tree Road, Old Banwell Road, Laney's Drove and the cul de sac in Grenville Avenue leading to the Nurses Houses. The Council shall repeatedly remind the Highways Authority of the scheme for a further pavement in Elm Tree Road shown in the North Somerset Local Plan.

11. ALLOTMENTS

The land, approximately two acres lying west of Lychgate Park, is owned by the Parish Council and is divided into 32 plots. There is a public footpath running through the land.

- 12.1 The Council shall continue to provide allotments as long as there is a demand for them.
- 12.2 The day to day running of the Allotments shall be delegated to the Estates Committee.
- 12.3 The allotments shall be for Locking residents only unless there are many vacancies.
Whenever tenancies are granted to non-residents at least 20 perch (605 sq. yards) shall be held in reserve for potential village users.

12. TREES & OTHER PLANTING

Responsibility shall be delegated to the Estates and Village Hall/Park Committee.

13. BUS SHELTERS

- 13.1 Responsibility shall be delegated to the Estates Committee.
- 13.2 The Council, through the Committee, shall continue to maintain the shelter on the north side of the A371 opposite Laney's Drove.
- 13.3 The prime purpose of these shelters is to give protection from the elements.

14. STREET FURNITURE

- 14.1 Responsibility shall be delegated to the Estates Committee.
- 14.2 The Council, through the Village Hall/Park Committee shall continue to provide litter bins within the Park.
- 14.3 The Council, through the Estates Committee, shall continue to provide poop-scoop bins and shall be responsible for making arrangements for the disposal of the contents.

15. STREET LIGHTING

The Council owns 22 street lights in The Bury, Grenville Avenue, Byron Road, Byron Close, South Lawn, South Lawn Close and Rydal Avenue.

- 15.1 The Council shall authorise all repairs.
- 15.2 The Council shall continue with the maintenance agreement for the routine inspection etc. of its lights.
- 15.3 It shall periodically seek more advantageous prices for maintenance contracts.

The Street lights are situated at the following locations :-

Col. No.	Road Name	Location
1	Byron Close	Outside No 2

1	Byron Road	Junction Rydal Avenue	
2	Byron Road	Junction Grenville Avenue	
3	Byron Road	Outside No 39	
4	Byron Road	Outside No 47	
1	Grenville Avenue	Outside No 7	
2	Grenville Avenue	Outside No 18	
3	Grenville Avenue	Outside No 35	
4	Grenville Avenue	Outside No: 42	(opposite 42 at the back of No 40)
5	Grenville Avenue	Opposite No 32	
6	Grenville Avenue	Outside No 51	
7	Grenville Avenue	Opposite No 43	(Rear of the Village Hall)
8	Grenville Avenue	Opposite No 56	
9	Grenville Avenue	Footpath to Elm Tree Rd	(Safety walk)
1	Rydal Avenue	Outside No 14	
1	South Lawns	Outside No 14	
2	South Lawns	Outside No 15	
3	South Lawns	Outside No 23	
4	South Lawns	Outside No 32	
5	South Lawns	Outside No 46	
1	South Lawns Close	Outside No 2	
1	The Bury	Near to the Garages	

16. COMMUNITY SAFETY

The Crime and Disorder Act 1998 and The Anti-social Behaviour Act 2003 gives Councils, Police and others new responsibilities to tackle local issues and concerns.

- 16.1** The Council shall work with Avon & Somerset Constabulary and North Somerset Council to provide a safer community.
1. The Council shall support a local Community Action Team that involves representatives from local schools, clubs, groups, village associations, organisations and health.
 2. The Council shall support the extension of the Neighborhood Watch Schemes in the Village.
- 16.2** The Council shall endeavor to reduce occurrences of Vandalism in the village.
1. It shall at all times be willing to encourage the prosecution of anyone found to be vandalising public property.
 2. It shall continue to urge residents to report instances of vandalism to the Police and to be willing to give evidence to the Police and the Courts.
- 16.3** The Council and its Committees shall continually examine ways to make its property more secure.

17. NEWSLETTER

- 17.1** The Council shall publish a quarterly Newsletter.
- 17.2** This shall be prepared by the Clerk and edited by the two Editors as designated by the Council.
- 17.3** The Newsletter will be available on the Locking Council website. Printed copies shall be delivered to every household and business located within the Parish.
Printed copies shall also be available in local shops, the Village Hall, and other premises where appropriate.
- 17.4** The Newsletter shall invite contributions from
- Parish Organisations.
 - Police.
 - District Councillors for Locking/Hutton/Bleadon.
- 17.5** No matters shall be included which might be considered to be of a Party Political nature.
- 17.6** No advertisements of a commercial nature shall be accepted for inclusion in the Council Newsletter for the foreseeable future.

18. ROAD SAFETY

- 18.1** The Council shall at all times monitor the occurrences of accidents on all roads in the village with particular emphasis on the A371 and shall constantly press the Highways Authority to make this a safer road.
- 18.2** The Council shall seek the co-operation of the Police and the Unitary Authority to improve safety in the Parish, both by attempting to control speed and by improving standards of parking.