

HAYTON PARISH COUNCIL

Parish Clerk: Gillian Kartach, 2 The Woodbines, Cumwhinton Carlisle, CA4 0AR

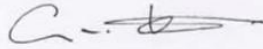
Tel: 01228 560555

Email: gkartach@outlook.com

Date 11 November 2014

Dear Councillor

You are summoned to attend a **COUNCIL MEETING** that will be held at Hayton Reading Room on Wednesday 19 November 2014 at 7.00pm. Councillors and visitors attending are invited to sign the Attendance Register on arrival. The Public are invited to attend.



Clerk

1003 APOLOGIES FOR ABSENCE

1004 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING – Copy attached

1005 DECLARATIONS OF INTEREST – Councillors are invited to sign the register

1006 REQUESTS FOR DISPENSATION – None to date

1007 MATTERS ARISING FROM THE PREVIOUS MINUTES

1. Hayton Community Field – Hedge Cutting
2. Relocation of Litter Bin in Hayton – response from Carlisle City Council
3. Talkin Tarn Parking Charges – Response from Brampton Parish Council
4. Dangerous and Muddy Roads Policies and Procedures – the county council has provided a link to their web pages

1008 PUBLIC PARTICIPATION

1009 POLICE MATTERS AND REPORTS

1. Speeding traffic on road past The Haywain – update from the Police

1010 PLANNING APPLICATIONS - You may view the details (and parishioners can submit their own observations direct) by going online via the Carlisle City Council website. They may also be viewed on the Hayton PC website on: www.haytonparishcouncil.org.uk

1. 14/0921 – Tea Tree Cottage Talkin Brampton. Erection of a first floor rear extension to provide bathroom and landing
2. 14/0941 – 9 Cairn Wood, Heads Nook Brampton CA8 9AH. Erection of a single storey extension to provide garage, study, utility room and extended kitchen
3. 14/0936 – Park House, Heads Nook Brampton CA8 9BS. Alterations and extensions to an existing cottage including replacement of a Upvc conservatory with a sun room, conversion of attached single storey barn to an annex to the cottage, alteration to the existing cottage roof to enable a first floor and the addition of a new porch
4. 14/0923 – Fellgate Cottage, Forest Head Brampton CA8 1LX. Demolish existing entrance porch and rebuild. Replacing existing Perspex roof with a pitched roof of slate to complement existing roof line. Upvc windows and door to match existing structure.

1011 WITHDRAWN APPLICATIONS - None

1012 DEFERRED APPLICATIONS - None

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1013 PLANNING DECISIONS - You may view the details (and parishioners can submit their own observations direct) by going online via the Carlisle City Council website. They may also be viewed on the Hayton PC website on: www.haytonparishcouncil.org.uk

1. 14/0725 – Stonehouse Farm Hayton. Part demolition of barns and conversion of 2 barns to create 3 dwellings and erection of 4 dwellings with associated infrastructure. GRANT PERMISSION with multiple conditions
2. 14/0746 – Nook Cottage Hayton. Erection of 1 dwelling; Single storey extension to Nook Cottage and alterations to existing separate drive. GRANT PERMISSION with multiple conditions
3. 14/0840 – Karibu, How Mill Brampton CA8 9LL. Demolition of car port; Single storey extension to North elevation to provide 1 en-suite bedroom. GRANT PERMISSION
4. 14/0838 – The Shieling, Talkin Brampton CA8 1LE. Erection of replacement porch – GRANT PERMISSION

1014 PARKING AT HAYTON SCHOOL

1015 BUS ISSUES

1. County Council Bus Meeting and Fellrunner Presentation – Chairman to report
2. Subsidised Bus Route (Route 95) – Cllrs. Clubbs to update members
3. Bus Stop location, Warwick Bridge/Corby Hill – Update
4. Bus Shelter – Cllr Graham to update

1016 LOCAL COUNCIL AWARD SCHEME – paperwork attached – Members to decide whether to proceed with an application

1017 COUNCIL POLICIES AND PROCEDURES

1. Grievance and Disciplinary Procedure – draft procedure issued – for adoption by Council
2. Health and Safety Policy – draft policy issued – for adoption by Council
3. Code of Conduct for Members – Adopted 18 July 2012
4. Freedom of Information Publication Scheme – Published
5. Financial Regulations – Adopted 19 February 2014

1018 FINANCE

1. Finance Report – paperwork attached for approval by Members
2. Grass Tender – Schedule and wording for Tender attached for approval by Members
3. Precept – paperwork attached for discussion an amendment in preparation of submission in January
4. Income Received
Parochial Church Council of Hayton Reimbursement of half clock servicing £67.50
5. Expenditure
Cumbria Payroll Services Monthly Payroll Run £ 48.00
G Kartach Salary (October) £602.55
Corby Hill Church October Room Rental £ 30.00

1019 CORRESPONDENCE RECEIVED BY THE CLERK

1. CALC – Friday Round up – emailed – 22 October 2014
2. Healthwatch Invitation – emailed - 22 October 2014

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3. Cumbria County Council – Budget Consultation – emailed 27 October 2014
4. Northern Gas Networks – Quarterly newsletter – emailed 3 November 2014
5. CALC November newsletter – emailed 6 November 2014
6. CALC AGM – emailed 6 November 2014 – **Names of attendees required**
7. CALC Neighbourhood Planning information – emailed 6 November 2014
8. CALC – North West Coast Connections – National Grid consultations – emailed 6 November 2014
9. CALC – ACT Gazette – emailed 6 November 2014
10. CALC – Cumbria CVS Conference – emailed 6 November 2014
11. CALC – Rural Opportunities Digest – emailed 6 November 2014
12. Carlisle City Council – Carlisle Christmas Lights switch on and events in Carlisle Nov – Jan 2015
13. CALC – Nominations for the NALC Smaller Councils Committee – emailed 10 November 2014

1020 HIGHWAYS AND FOOTPATHS ISSUES

1. Traffic lights at Corby Hill crossroads – Request for a camera to be erected on the eastbound traffic lights
2. Litter Bin request for layby at Hurley Woods –
3. Urgent Road Closure – Crossroads at the Coach House Heads Nook – for 5 days from Monday 3 November 2014 – Clerk was not informed – Cllr. Clubbs to update

1021 MEETINGS AND NOTICES

1. Hayton Play Field Committee – Update by the Chairman regarding drop in session

1022 DATE OF NEXT MEETING – 21 January 2015 in Hayton Reading Room

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Minutes of the Council Meeting held at Corby Hill Methodist Church on 15 October 2014 at 7pm

PRESENT: Councillors Tinnion (Chairman), G Clubbs, W Graham, J Clarke, H Cain, S Bowman, D Billington, D Atkin

983 APOLOGIES FOR ABSENCE: Councillors M Longstaff, R Watson and C Forster

984 MINUTES – the following amendments were made:

Minute 969 (1) – Councillor Atkin to be deleted from sentence

Minute 978 – the number 15 to be deleted next to Resolved

RESOLVED – that the minutes of the previous meeting be signed as a correct record.

985 DECLARATION OF INTEREST – *as recorded*

W Graham – I am a member of Carlisle City Council, Cumbria County Council and a member of Down-a-Gate Committee.

S Bowman – I am a member of the Development Control Committee, Carlisle City Council (Prejudicial Interest)

986 REQUESTS FOR DISPENSATION – None

987 MATTERS ARISING FROM PREVIOUS MINUTES

1. Walnut Field – The work has not started. The Chairman asked if the Members would agree to the contractors erecting the Hayton Parish sign as an extra when they begin the work. **RESOLVED** – to agree to the addition. Chairman to action.
2. Hawkey Watering Place – Councillor Cain has been to the site on another matter and stated that although maintenance work needs to be done it is not urgent. He and Councillor Watson are to visit the site and agree a schedule of the work.
3. CALC Parking Policies – Talkin Tarn Parking Charges - Brampton PC has responded to say the matter has not yet been discussed. The Brampton Clerk will contact the council with an update.
4. Road Patching A69 – Dangerous dip, near Greenholme Farm – Cllr. Clubbs has informed Roadlink
5. U1218 – Hanson's Quarry Road – the road problems have been reported to the Highways Hotline and a works number has been received. Cllr. Cain pointed out that although there is an acknowledgement of the complaint the council does not receive any further information. The Clerk to contact the county council to see if updates can be sent.
6. Bus stop at Warwick Bridge – Cllr. Graham updated the members stating he had attended a meeting and had made enquiries regarding the planning application. The bus stop was moved nearer the garage into Corby Hill following very poor

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consultation regarding the planning application and the buses causing an obstruction in the highway. It was suggested that the council should write to the Highways Agency regarding the problems.

Proposed by Councillor Clubbs and Seconded by Councillor Atkin that:

RESOLVED

1. A letter be sent to the Highways Agency
2. To put the item of the November agenda to discuss whether the bus stop should be returned to its original location or the existing layby in Warwick Bridge.
7. Allotment Land – the Land Agents have been contacted and an acknowledgement received. The Clerk has also received enquiries from the Allotment Committee who are anxious about the Lease which has only one year to run which is insufficient for them to plan their gardening timetable.

RESOLVED

The Clerk to contact the Land Agents again.

The meeting was suspended at 7.23pm for:

988 PUBLIC PARTICIPATION

One member of the public was in attendance and he wished to speak about the bus stop at Warwick Bridge. Currently the bus has to stop in the highway to pick up passengers which holds up the traffic. He suggested that the bus stop should be relocated into the existing layby. The members were informed that the police do not want the bus relocated to that position as they use the layby for road issues although there are studs in the road for catching speeding traffic.

The council meeting resumed at 7.27pm

989 POLICE MATTERS – there were none advertised on the agenda however it was proposed by Cllr. Atkin and seconded by Cllr Graham that a letter be sent to the police requesting a camera be placed on the traffic lights at the Corby Hill crossroads as some vehicles are turning into road to Heads Nook when the filter light is off causing problems. This matter will be placed on the November agenda.

990 PLANNING APPLICATIONS – Details can be viewed (and parishioners can submit their own observations direct) by going online via the Carlisle City Council website:

1. 14/0746 – Castle Hill, Hayton Brampton CA8 9JE.
Description: Proposed residential development, alteration to Nook Cottage and alteration to existing separate drive.
Comments: The visibility splay of the new access is not shown correctly. The maximum achievable visibility to the right of the new access is well below safe stopping distance being nearer 24m rather than 45m shown on the drawing 1402/03. Hayton PC therefore object to this planning application on the grounds of highway safety. (Sent 30 September 2014)

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Amended Plans submitted – Drawing 1402/03A and 1402/03B

Comments – Whilst the council wishes their objections to remain on file as they feel they prompted the amended plans; they do not wish to make any comment to the amended plans.

2. 14/0838 – The Shieling, Back Lane Talkin

Description: Demolition of timber porch and the erection of a new porch in stone to match existing house.

Comments – No comment

3. 14/0846 – 106 Hurley Road, Little Corby.

Description: Erection of two storey side extension to provide extended kitchen, bedroom, bathroom and additional bedroom. Also frontage porch and WC.

Comments: No comment

4. 14/0006/COU – Barns to the south of U1199, to the west of Hayton, Brampton Cumbria.

Description: Change of use of Agricultural Buildings to 2 dwellings including Associated Building Operations

Comments: This development is not justified nor desirable having regard to the aims of the national planning policy which seeks to restrict new housing development in the countryside.

Paragraph N of Part 3 of the GPDO stipulates that when determining an application, regard must be made to the National Planning Policy Framework (so far as relevant to the subject matter of the prior approval), as if the application were a planning application.

In supporting sustainable developments, the Framework seeks to avoid isolated homes in the countryside other than in particular circumstances. There is no essential need for a rural worker to live permanently at, or near this farm land. It is not likely there will be an enhancement of the immediate site by the re-use of this redundant or disused barn, which the parish council describes more of a shed than a barn.

The site is at best 600 metres from the village of Hayton and is in open rural countryside.

Because this development is likely to cause significant harm to the character and appearance of the area Hayton Parish Council wishes to object.

5. 14/0840 – Karibu, Hardbank How Mill Brampton CA8 9LL.

Description: Demolition of car port. Single storey extension to north elevation to provide en-suite bedroom.

Comments: No comment.

991 WITHDRAWN APPLICATIONS – none

992 DEFERRED APPLICATIONS – none

993 PLANNING DECISIONS - Details can be viewed (and parishioners can submit their own observations direct) by going online via the Carlisle City Council website:

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1. 14/709 – Fair View, How Mill Brampton. Demolition of existing garage and construction of new 2 storey extension to create garage, office and bedroom with en-suite. GRANT PERMISSION with conditions
2. 14/0730 – 23 Little Corby Road, Little Corby Carlisle. Erection of a front porch. GRANT PERMISSION with conditions

994 FINANCES

1. Income received – None
2. Invoices Payable

101412	Countrywide Grounds Maintenance	July&Aug maintenance	753.98
101413	United Utilities	Allotments Water	23.90*
101414	Cumbria Clock Company	Service Church Clock	162.00**
101415	BDO	Audit Fees	120.00
101416	G Kartach	Stationary	18.83
101417	G Kartach	Office Computer purchase	349.99

*Total to be re-imbursed by the Allotments Committee

**Hayton Church to be invoiced for half of the total servicing costs

3. The Clerk signed the forms in the presence of the council to open a Staples account to enable the council to reclaim the VAT on office purchases.
4. The Clerk is to be paid monthly via Payroll Services. From the new financial year the salary will be paid by BACS.

995 CORRESPONDENCE RECEIVED BY THE CLERK

1. CALC North West Coast Connections Project – Presentation Papers – Emailed 29 September 2014
2. Carlisle City Council – Localism in Action – Newsletter – Emailed 29 September 2014
3. Carlisle City Council – Rural Opportunities Bulletin – Emailed 29 September 2014
4. CALC – Invitation to attend their AGM on Saturday 15 November 2014 in the Market Hall Wigton – Emailed 29 September 2014
5. Airvolution Energy – Introduction of the company – Emailed 29 September 2014
6. CALC – Building Resilience Seminar 9 October 2014 – Emailed 29 September 2014
7. CALC – Courses leaflet – Emailed 29 September 2014
RESOLVED – Clerk to attend a Finance course in November and a Freedom of Information course. Date still to be arranged.
8. CALC - Geological Screening Events - Emailed 30 September 2014
9. Cumbria County Council – Bus Meeting and Fellrunner Presentation – Thursday 16 October 2014 at Brampton Community Centre 7pm – Emailed 1 October 2014
RESOLVED – Councillor Graham to attend the meeting and report back
10. CALC – Invitation to attend the Carlisle Parishes Association Joint Meeting on Monday 10 November 2014 at Carlisle Civic Centre 7pm – Emailed 1 October 2014

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PLEASE NOTE – CALC has contacted all Association councils to say the month should say December.

11. CALC – October Circular – Emailed 6 October 2014
12. Northern Gas Networks – Invitation to attend one of two workshops – Emailed 6 October 2014
13. HCP Bonfire Night – Permission to use the community field – Emailed 6 October 2014

RESOLVED – To grant permission with the following provisos:

- a) The grass to be reseeded after the event
- b) Ash and debris to be taken away from the site and disposed of
- c) The site must be restored to its' original state

14. Carlisle City Council – Disability Access Grant – Emailed 6 October 2014
15. CALC – Local Council Award Scheme – Emailed 7 October 2014

RESOLVED – This item to be placed on the November agenda where more information will be available

16. CALC – Helping to promote Fields in Trust Awards – Emailed 13 October 2014
17. CALC – National Grid – Invitation to attend one of two consultation meetings regarding new connections – Emailed 15 October 2014
18. CALC – Neighbourhood Planning – Advertisement of grants to set up a consultation group. Clerk to obtain further information.

996 SUBSIDISED BUS ROUTE

The new timetables have been issued but there only three buses for the affected villages – 9.30am, 11.30am and 13.30pm. There is no bus timetabled for workers start times around 8.30am and a service is also needed around 4.30pm. Shoppers would need to use the 9.30am bus. This service stops at Tesco's but leaves very little time to shop.

Councillor Graham said he would speak to representatives at the Bus meeting and Fellrunner presentation and would report back.

RESOLVED – to leave the matter to Councillor Graham.

997 COUNCIL POLICIES AND PROCEDURES

The council needs to update and in some cases create its' policies and procedures. There are models on the NALC website.

Proposed by Cllr. G Clubbs and seconded by Cllr. J Clarke that:

RESOLVED – that Councillor Clubbs will pull together the necessary paperwork and will undertake to do a few at a time. The first ones to be looked at are Freedom of Information Risk Assessment and Disability Access. Councillor Graham to obtain model paperwork for the Disability Access policy.

998 NOTICE OF CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2014

1. The Council noted that the Auditors have approved the Audit with one matter listed below requiring attention – namely – *The Council has included grant monies received in box 2 rather than box 3, other receipts.*

RESOLVED – that the Council accepted the Annual Return for 2013/14 and the Notice be displayed on the noticeboard in Hayton and also on the parish website.

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999 HIGHWAYS AND FOOTPATH ISSUES

1. Public Nuisance and Dangerous Roads Issues – Councillor Atkin is compiling a formal record of the above and wishes the Clerk to ask Cumbria County Council for a copy of its Policies and Procedures concerning this issue.

RESOLVED – The Clerk to contact Cumbria County Council.

2. Litter bin adjacent to the shop in Hayton – this is a matter of urgent business – the existing bin is on private land which is now required for other purposes and the bin will need to be removed. The Chairman would like the bin relocated to the entrance to Bygill Lonning.

RESOLVED – the council agreed to this request and Cllr. Graham to contact the City Council.

3. Councillor Atkin requested a litter bin for the layby adjacent to Hurley Wood. This request will be placed on the November agenda.
4. Bus Stop at Warwick Bridge – Cllr. Graham would like to erect a bus shelter. The one he feels most appropriate costs £4443.00 and is built in stainless steel.

RESOLVED – to place on the November agenda

5. Hayton Community Field – the hedge around the field is in need of cutting back. Prices are needed for the work.

RESOLVED – Cllr. Cain to have a look at the hedge and obtain some prices. Item to be placed on the November agenda.

6. Trees in Hurley Wood – there are approximately 10 trees marked to be felled. Cllr. Graham to make enquiries.
7. PRECEPT 2015/16 – Cllr. Clubbs asked everyone to submit their requirements for next year at the November meeting so that a precept can be calculated. The precept will be on the November agenda.

1000 MEETINGS AND NOTICES

Hayton Play Area – the Chairman and Councillor Billington gave an update. Hayton Community Project is now involved. It has been agreed to hold a drop in session of Sunday 26 October 2014 at Hayton Reading Room from 4pm to 6pm in a bid to seek ideas, gather comments and get an idea of what people want regarding a play area. It is thought the project could cost in the region of £50,000 and it is hoped that all the funding will be grant assisted. The committee are looking at providing equipment for children of an age that will require parents to accompany them. Children going to the area on their own will not be encouraged. There are still many issues to be overcome.

1001 DATE OF NEXT MEETING – Wednesday 19 November 2014 at Hayton Reading Room

EXCLUSION OF THE PRESS AND PUBLIC

To consider whether, in accordance with Section 100A(4) to the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 to Schedule 12A of the Act.

1002 CLERK'S CONTRACT OF EMPLOYMENT AND JOB DESCRIPTION

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RESOLVED – that the Council approved the content of the Contract and the Chairman and Clerk sign the documents.

The meeting closed at 8.47pm

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THE LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels.

☐ The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice. ☐ The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement. ☐ The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity. To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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Contents:

Award criteria

This section sets out in brief what is required for each award and then explains in more detail the evidence that an accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required. The final section describes the accreditation process from registration to re-accreditation.

The criteria in blue have been chosen to demonstrate good governance in managing the business and finances of a council.

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The criteria in green have been chosen to represent a council's role in the community. This includes community engagement, activities that serve the community, community leadership and promotion of the democratic process.

The criteria in red have been chosen to represent council improvement through the management and development of staff and councillors.

Accreditation process

The Quality Parish Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, and County Associations can tailor this to local need in consultation with NALC.

Fees

There are two fees:

☐ A registration fee paid to the National Association of Local Councils ☐ An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated in this guide are estimates; the final fees will be set in December after a short pilot programme.

Evaluation and improvement

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

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The Foundation Award

To achieve a Foundation Award a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The council confirms by resolution at a full council meeting that it publishes online:

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the current or next financial year
- 10 Its complaints procedure
- 11 Council contact details and councillor information in line with the transparency code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

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The council also confirms by resolution at a full council meeting that it has:

16 A risk management scheme 17 A register of assets 18 Contracts for all members of staff
19 Disciplinary and grievance procedures 20 A policy for training new staff and councillors
21 A record of all training undertaken by staff and councillors in the last year 22 A clerk who
has achieved 12 CPD points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a link to its website.

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What is the accreditation panel looking for?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply carries out spot-checks to confirm that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel will ask to see the evidence if it is considered necessary.

☑ All policies should comply with current legislation and guidance and note the date of the next review. ☑ Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the transparency code for smaller authorities. ☑ The council does not need to publish the councillors' registers of interests on their own online site provided that there is a link to the registers on the principal authority's website. ☑ The council's online site should include the name of the clerk and contact details (address, phone, e-mail) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the transparency code. ☑ The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to complete an annual return. Panels check that these councils comply with the transparency code for smaller authorities. ☑ Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the transparency code. ☑ The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year. ☑ Similarly the minutes for full council meetings over the last year

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include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council. ☐ The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

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☐ The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility. ☐ The panel seeks at least one piece evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of consultation is suitable including surveys, online polls, focus groups or public meetings. ☐ Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer. ☐ Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. ☐ A training policy for new staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the clerk's training record includes evidence of CPD (Continuing Professional Development) such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

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The Quality Award

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional documentation and information in place for good governance, effective community engagement and council improvement. A council with a Quality Award is eligible to use the general power of competence.¹

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

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1 Draft minutes of all council and committee meetings within four weeks of the last meeting

2 A Health and Safety policy 3 Its policy on equality

4 Councillor profiles 5 A community engagement policy involving two-way communication between council and community 6 A grant awarding policy 7 Evidence showing how electors contribute to the Annual Parish or Town Meeting 8 An action plan and related budget responding to community engagement and setting out a timetable for action and review 9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year 10 Evidence of helping the community plan for its future

The council also confirms by resolution at a full council meeting that it has

11 a scheme of delegation (where relevant) 12 up-to-date insurance policies that mitigate risks to public money 13 addressed complaints received in the last year

14 at least two-thirds of its councillors who stood for election 15 a printed annual report that is distributed at locations across the community

16 a qualified clerk 17 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions 18 a formal appraisal process for all staff 19 a training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a link to its website.

1 Localism Act 2011 ss1-8

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What is the accreditation panel looking for?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than a year ago. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel carries out spot-checks to confirm that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel will ask to see the evidence if it is considered necessary.

☐ All council policies should comply with current legislation and guidance and note the date of the next review. ☐ Draft minutes (marked Draft) of all council and committee meetings keep people up-to-date with decisions and action should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months. ☐ A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy. ☐ Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required. ☐ The council is

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required to publish its Health and Safety policy which includes its duty of care to staff and its equality policy which shows compliance with legislation. ☐ Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year. ☐ The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money. ☐ The council is expected to produce an annual report, online material and at least four news bulletins a year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's online site. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year. ☐ The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes. ☐ The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a

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neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. ☐ The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor. ☐ At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by- election. This shows that the council represents the community through the democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Two thirds

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

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☐ The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation. ☐ The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. ☐ The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed. ☐ A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme. ☐ The panel can ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 CPD points every year.

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The Quality Gold Award

To achieve a Quality Gold Award a council demonstrates that it meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

- 1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community
- 2 An annual report, online material and at least four news bulletins a year with evidence of a engaging with diverse groups in the community using a variety of methods b community engagement leading to positive outcomes for the community c a broad range of council activities including innovative projects d co-operating constructively with other organisations

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

- 3 Ensures that the council delivers value for money
- 4 Meets its duties in relation to bio-diversity and crime & disorder
- 5 Provides leadership in planning for the future of the community
- 6 Manages the performance of the council as a corporate body and of each individual staff member and councillor to achieve its business plan.

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

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What is the accreditation panel looking for?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than a year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information, talk to councillors and staff or visit the parish. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

☐ In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management. ☐ The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute. ☐ The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan. ☐ The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council, takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills. ☐ These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy. ☐ The panel seeks at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships. ☐ The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. ☐ The

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statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

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☑ The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning. ☑ Finally, the statement on performance management explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

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A guide to the accreditation process

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, if you would like to adapt to process to fit local need then do get in touch with Charlotte at the National Association of Local Councils (NALC), and we can discuss the best way to do this.

Registration

The council registers its intention to apply for a specified award with Charlotte Eisenhart, the dedicated co-ordinator at NALC, by emailing charlotte.eisenhart@nalc.gov.uk or calling 020 7290 0319.

The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.

NALC provides the applicant with the contact details of the co-ordinator of the appropriate accreditation panel.

NALC provides the co-ordinator with a link to the appropriate online documentation and guidance for the level of award the council is applying for.

When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its

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online facility. The council also pays the accreditation fee which covers the costs administering the local service.

The co-ordinator keeps a record of all applications and monitors their progress.

Online connectivity

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publicising council documents.

The accreditation panel

The accreditation panel is set up by a regional group of CALCs. The aim of this is to facilitate training, promote consistency and help manage the workload. It also ensures that where an individual CALC is unable to support the scheme, a council will be able to submit their application to an appropriate regional panel. If in a region the CALCs would prefer an alternative approach this can be discussed with NALC's Improvement and Development Manager.

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One of the local CALC's lead officers is the co-ordinator and administrator for the panel. The co-ordinator advises NALC of the required contact details. The co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government. Panel membership should be reviewed by the regional coordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

Some CALCs may have a local support offer for councils considering applying to the scheme; this may require an additional fee from the council. The decision to offer support and its nature will be determined by each CALC.

The regional accreditation panel determines how often an accreditation process takes place, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of 10 applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, usually the panel will convene and conduct its business remotely rather than face-to-face. The online resource provided by NALC will support this way of working.

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The regional panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel coordinators, NALC will provide regularly updated guidance and support for accreditation panels.

Accreditation

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website.

Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a template form showing their responses provided by NALC to the co-ordinator. This form will indicate where the panel member thinks that follow-up questions should be asked or further information sought; this is most likely for the award of Quality Gold. Panels may wish to consider sharing out the criteria giving members an opportunity to specialise and controlling the workload. The co-ordinator reviews the completed forms from the panel who decide whether additional information or documents are required.

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Panel members do not need to examine every document in detail but are advised to carry out spot checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

The outcome

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

☐ The Award is achieved. ☐ The Award is achieved but the council is advised to make some small changes. ☐ The Award is not achieved until specified improvements have been made and submitted to the panel for checking.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included

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in the published list. NALC also issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the co-ordinator

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

Upgrading accreditation, re-accreditation and removal of accreditation

Accreditation lasts for four years.

If a council wishes to apply for a higher award, it makes a fresh registration and application.

A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation within three months of the four-year end-date, it loses its award.

The council is expected to maintain its reputation by meeting the criteria throughout the four years. Although some circumstances may change, the council will not lose its award unless a significant

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event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award. The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

Fees

There are two fees:

☐ A registration fee paid to the National Association of Local Councils ☐ An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated here are estimates; the final fees will be set in December after a short pilot programme.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.²

The accreditation fee for all councils for the Foundation Award is the same but the fee for the Quality Award and Quality Gold Award varies according to

☐ the award applied for ☐ the income of the council³ ☐ the council's accreditation history

The IDB will review fee levels annually.

Small Medium Large Foundation Standard: £50 £50 £50 Quality Standard: £60 £80 £100

Quality Gold: £100 £150 £200

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The fee is reduced by 20% if the council sought accreditation at a lower level within the previous twenty four months as the checking process covering criteria for the previous standard requires less work.

2 All figures quoted are excluding VAT. 3 Small councils have an annual income of <£25,000. Medium councils have an income of £25,000 to £250,000. Large councils have an income of >£250,000.

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Evaluation and Improvement

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

Quality assurance

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website. The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

Evaluation

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

Improvement

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every 6 months. These reviews will alternate between.

☐ A light touch approach only making urgent required changes where these are considered critical to the scheme. ☐ A wider ranging review aiming to best address collected feedback from all parties.

The Improvement and Development Board will oversee all changes to the scheme

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DISCIPLINARY PROCEDURE

1. Where the Council has reasonable grounds for considering that an employee's work, conduct or omission is such as to warrant disciplinary action it should inform the employee by notice in writing of the nature of the complaint and advise the employee that a disciplinary enquiry is to be held and the nature of its alleged breach of discipline.
2. A disciplinary enquiry shall then be held by the Chairman and Vice Chairman (Council's Disciplinary Panel) – the investigating councillors.

The employee shall be called for interview and given the opportunity to state their case, to ask questions relevant to the case and call witnesses if considered necessary. The employee shall have the right to be accompanied at the enquiry by a recognised trade union official or some other person of their choice.

3. Where the investigating councillors consider that the matter is of a serious nature or, prima facie, gross misconduct the employee shall be given not less than five working days' notice in writing of the date, time and place of the interview, nature of the complaint and informed of their right to be accompanied at the interview.
4. An employee may be suspended on full pay to enable investigations to be made, or where there are grounds for doubt as to the suitability of the employment to continue at work or pending criminal investigation or proceedings.
5. Following the disciplinary enquiry the investigating councillors shall determine the appropriate disciplinary action having regard to the gravity of the offence and the employee's previous record as follows:
 - Minor breaches of discipline – recorded oral warnings/recorded written warnings
 - Serious Misconduct or further minor breaches of discipline:
Recorded final written warning; or
Suspension without pay; or
Dismissal
 - Gross Misconduct – Dismissal

A decision to dismiss or to suspend without pay may be taken only by a Resolution of the Council at a meeting.

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6. The employee shall have the right of appeal in the case of a recorded oral or written warning to the full council.
7. The appeal shall be made in writing to the Chairman within ten working days of receipt of the decision of the disciplinary enquiry and shall state the ground of the appeal. The appeal shall be heard as soon as possible thereafter.
8. The employee shall be given not less than seven days' notice of the date, time and place of the appeal hearing and informed that they have the right to be accompanied by a recognised trade union official or some other person of their choice.
9. The decision on the appeal shall be confirmed by letter and no further right of appeal shall exist.
10. Should the disciplinary enquiry adjudge that the employee was not blameworthy, any written reference will be expunged from the employee's record.
11. Provided there have been no further warnings, formal warning shall be expunged after twelve months and for
Final warnings – after a period of two years.

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OCTOBER 2014

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HAYTON PARISH COUNCIL

Health and Safety Policy

General Statement

1. Hayton Parish Council recognizes and accepts its responsibilities as an employer to provide a safe and healthy working environment for its Clerk, contractors, voluntary helpers and any others who may be affected by activities of the Council.
2. The Council will meet its responsibilities under its Health and Safety at Work Act 1974, and will provide as far as is reasonable, practicable, the resources to fulfil this commitment.
3. The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

4. To provide as far as is reasonably practicable:
 - A safe place of work and a safe working environment
 - Arrangements for considering, reporting and reviewing Health and Safety matters at work, including risk assessments of working activities
 - Systems of work that are safe and without risks to health
 - Obtaining specialist technical advice and assistance on matters concerning Health and Safety when necessary
 - Sufficient information, instruction and training for the Parish Clerk, contractors and voluntary helpers to carry out their work safely
 - Care and attention to the health, safety and welfare of the Clerk, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

Arrangements and Responsibilities for carrying out the Health and Safety Policy

5. As the Council's Safety Officer the Clerk will:
 - Keep informed of relevant health and safety legislation
 - Advise the Council on the resources and arrangements to implement the Health and Safety Policy
 - Ensure that matters of health and safety are discussed at Parish Council meetings when appropriate
 - Ensure that risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective or protective measures. Maintain files of risk assessment.
 - Make arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the

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contractors' specified scope of work and will be given a copy of the Council's Health and Safety Policy

- Ensure that work activities by the Council, if any, do not unreasonably jeopardise the health and safety of members of the public
- Maintain a record of notifiable accidents
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive

The Clerk, contractors and voluntary helpers will:

- Co-operate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy. Comply with relevant Codes of Practice for Health and Safety at Work
- Take reasonable care for their own health and safety, use appropriate personal protective clothing and where appropriate ensure that first aid materials are available
- Take reasonable care for health and safety of other people who may be affected by their activities
- Not misuse any plant equipment, equipment, tools or materials
- Report any accidents or hazardous incidents to the Clerk

Hayton Parish Council

October 2014

HAYTON PARISH COUNCIL

Parish Clerk: Gillian Kartach, 2 The Woodbines, Cumwhinton Carlisle, CA4 0AR

Tel: 01228 560555

Email: gkartach@outlook.com

HAYTON PC - MONITORING REPORT FOR 2014/15 & BUDGET FOR 2015/16.

Income & Cost Centre	Actual 2013/14	2014/15 To Date	2014/15 Anticipated		2015/16 Proposed Budget	Comments
Precept	15,789	15,789	15,789			
Parish grant	1,700	2,063	2,063		0	The City Council has given one year's notice to cease the payment
Neighbourhood forum	0	800	800		0	
CPCA Grant	0	300	300		0	
City Councillors Allowance & Clerk's Office All.ce	0	173	173		0	
War Stock	17	9	9		9	
Bank Interest	3	2	4		4	
Sub Station Rental	0	0	0		0	
Way leaves	5	5	5		3	
Hayton PCC Clock M.ce & Repairs	290	68	68		0	
Hayton School Netball Pitch	0	0	0		0	
Reading Room Improvements	1096	0	0		0	
Corby Hill Meth.t	0	0	0		0	
Talkin Village Hall	215	0	1911		0	Carlisle City Council Grant - Roof repairs
Refurb Finger Posts & Bus Shelters	0	0	0		0	
Penfold	0	0	0		0	
Allotment	57	20	42		45	Only one year left of Lease
VAT	936	0	1000		0	See VAT Expenditure
Miscellaneous + Bus Shelter= Payroll refund	23	0	0		0	
Website Design Grant C.Ilr Mallinson	350	0	0		0	
Totals	20481	19228	22164		61	
Expenditure & Cost Centre	Actual 2013/14	2014/15 To Date	201415 Anticipated	Comments	201516 Budget	Comments
Clerks Salary & Back Pay	7344	5471	8484	% RPI	7300	
NHI Contributions + Cumbria Payroll Services	60	175	202	% RPI	144	NHI not relevant after consulting with Cumbria Payroll Services
Printing Stationery Postage Travel	215	97	197	% RPI	204	
Training & Councillors + Vacancy for Clerk	223	162	192	% RPI	100	

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Annual Insurance	1888	0	1888	% RPI	1958	
Audit Fee Internal & External	205	195	270	% RPI	280	
Room Rent for Meetings	30	60	90	% RPI	120	
Subs.ns - CALC, Playing Fields, Open Spaces Society, Data Protection,	370	305	305		350	
Donations Jubilee Celebrations + Tree M.ce	0	0	0		0	
Office Accomodation+ Computer Cont.n	290	646	646	%RPI	346	
Bank Charges	0	0	0	%RPI	0	
Corby Hill Methodist Church	0	0	0	%RPI	0	
Refurb Signposts & Kissing Gates & Milestones	49	115	115	%RPI	0	
Section 137 Including DownaGate	0	0	0	%RPI	0	
Cut Grass + land m.ce	1985	1885	2000	%RPI	2500	
Repair seats/noticeboards	0	0	0	%RPI	0	
Talkin Village Hall Improvements	215	2230	2230	%RPI	0	
Hayton Lamb Reading Room +Tree m.ce	1718	0	250	%RPI	0	
Heads Nook Hall	0	0	0	%RPI	0	
Penfold	0	0	0	%RPI	0	
Allotments	101	40	90	%RPI	95	Repayment From Allotments Ass.n
Church Clock & Clean War Memorial	580	935	935	%RPI	0	
Xmas Lights & Trees	130	0	130	%RPI	137	
Bus Shelters maintenance repairs + Vandalism	20	0	0		0	
Computer Maintenance + Website Installation/annual fees + Projector & Screen	404	363	404		100	To include website annual licence estimate @£42
VAT	927	1032	1050		0	
Totals	16754	13712	19478		13633	
Overspend/Underspend	3727	274	2687		-13572	
Projected Balance Opening	13027	13438	16791			

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HAYTON PARISH COUNCIL – GRASS CUTTING SCHEDULE FOR 2011

All locations are to be cut 11 occasions per annum unless otherwise stated from April to the end of September.

No. Location Description

1. Corby Hill.
2. Strip of grass between Corby Hill crossroads and Cairn Crescent.
3. Eden Grange - strimming of the edge of the footpath that goes into the small wood and also trim along the edge of the hedge – as included in 2002.
4. Langley Gardens - the verge area around the edge of the entrance to the site.
5. Verge area - Noticeboards at Hurley Road, Corby Hill,
6. Strip of grass at the entrance to Eden Grange.
7. From the corner at Warwick Bridge (on Little Corby Road) up the hill including the piece of grass at the United Utilities pump house site.
8. On Little Corby bank on the right hand side beside the footpath going up the hill.
9. Hayton New Playing field.
10. An “edge and hedge” cut at the Hayton Playing Field – **on a yearly basis.**
11. Hayton Reading Room.
12. Hayton Village Green/Walnut Field, including regular cutting of bottom end.
13. Hayton - Continue cutting the fenced off area of the playing field now incorporated into the churchyard.
14. Heads Nook Village Green
15. Heads Nook - small area of Village Green - A “Meadow cut” for this designated area – **on a yearly basis.**
16. Heads Nook – Footpath access into Cairn Wood from bottom of Village Green.
17. How Mill Village Green.
18. How Mill Hawkeye.
19. Verge Area - Grass contained within the Penfold at Cowran Bridge, How Mill.

Notes:

The Council may authorise additional cuts due to seasonal requirements but a price quotation must be provided and the work approved

DRAFT TENDER ADVERT

HAYTON PARISH COUNCIL

Hayton Parish Council invites tenders for provision of grass cutting of designated areas in the parish to commence 1 April 2015.

Full details and contract terms can be viewed by contacting the Parish Clerk:

Mrs G Kartach, 2 The Woodbines, Cumwhinton Carlisle CA4 0AR

Tenders to be returned by NOON 9 January 2015. Please mark the envelope confidential

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