



# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
32 Hillcrest Rise  
BURNTWOOD  
WS7 4SH

Mobile: 07908 545412 (Office hours)  
Email: [rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)

Our Ref: MD

01 February 2021

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend a virtual Meeting of the Parish Council on **Monday 08 February 2021** commencing at 7.30pm at which the business set out below will be transacted.

*This meeting is permissible under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 04 April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including any by video and telephone conferencing) for a specified period until May 2021.*

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **PUBLIC FORUM**

Members of the public may join the meeting and participate in the Public Forum by using Zoom:

<https://us02web.zoom.us/j/86010731372?pwd=MFJ0d3Zqd1k1Kkd5d2o1eINGQ2ppdz09>

Meeting ID: 860 1073 1372, Passcode: 219519

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area. If you prefer, queries or comments may be emailed to the Parish Clerk ([rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)) no later than 3pm on Thursday 04 February 2021 for consideration by the parish council.

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**
5. **PLANNING MATTERS**
  - 5.1 **Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/01462	Fern Bank Tutbury Road Rural	Outline application for erection of a single dwelling with all matters reserved
P/2020/01467	22 Station Road	Erection of a front canopy, single storey side and rear extension, raising of ridge height to facilitate additional accommodation and the erection of a detached ancillary building
P/2020/01493	Brookhouse Hotel 39 Station Road	Conversion and alterations of former Hotel outbuilding to form a residential unit including demolition of part of building
P/2020/01505	Brookhouse Hotel 39 Station Road	Listed Building consent for the demolition of part of former Hotel outbuilding to facilitate the conversion and alterations to form a residential unit
P/2021/00009	The Firs Hall Grounds	Felling of 2 Sycamore trees (TPO 1)
P/2021/00015	Powerscourt House 8 Station Road	Felling of 1 Silver Birch tree and 1 Pear tree and crown reduction by up to 10% of 3 Fruit trees
P/2021/00083	41 Burnside	Erection of a part two storey part single storey side and front extension and formation of new vehicular access
P/2021/00096	The Grey House School Lane	Re-pollarding of 1 Horse Chestnut tree to give a finished height of 7 metres

## 5.2 Planning Decisions

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00962	Barn Cottage Chapel Lane	Erection of a single storey extension to the North elevation, erection of a single storey extension to the East elevation and alterations to existing store to form a garage
Permitted		
P/2020/01236	7 and 9 Hall Road	Erection of single storey front extension to No 7 and single storey front and rear extension and front canopy roof to No 9
Permitted		
P/2020/01291	14 Hall Road	Erection of two storey side and single storey front and rear extensions
Permitted		
P/2020/01360	20 Ealand Street	Erection of a single storey rear extension
Permitted		

P/2020/01474	The Old Orchard Church Road	Felling of 1 Holly tree
The LPA has no objection to the work and does not propose to make a TPO in this instance		

**6. MINUTES OF THE COUNCIL MEETING HELD ON 11 JANUARY 2021 (ENCLOSURE 1)**

**7. MATTERS ARISING FROM PREVIOUS MINUTES**

**8. COUNTY COUNCILLOR'S REPORT**

**9. BOROUGH COUNCILLOR'S REPORT**

**10. PARISH COUNCILLORS' REPORTS**

**11. FINANCIAL MATTERS**

**11.1 Schedule of payments (as at 28 January 2021)**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Invitation to Tender advertisement in the Burton Mail	BACS (paid 18/01/21)	192.96	32.16
O2	Council mobile	DD	8.40	1.40
P Gould	Mowing contract	BACS	1,250.14	0.00
Ricoh UK Ltd	Photocopier: Qtrly rental	BACS	113.41	18.90
1&1 IONOS Ltd	RPC Website	DD	83.96	13.99
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Freeola	Village website: Qtrly charge	DD	13.86	2.31
Clerk	Clerk's salary and expenses	BACS	876.65	0.00
Burton Tree Care	Tree works: Craythorne Woods	BACS	1,575.00	0.00
C Stewart	Reimbursement re Zoom Pro subscription	BACS	14.39	2.40
<b>TOTAL</b>			<b>4,163.77</b>	<b>71.16</b>

**10.1 Bank Reconciliation as at 31 January 2021**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	<b>PLUS</b> Income	78,195.88	5,144.39	83,340.27
	<b>LESS</b> Expenditure	65,154.39	-	65,154.39
31 January 2021	Bank Statement	23,648.88	61,699.84	85,348.72

**12. ACTUAL INCOME AND EXPENDITURE AS AT 31 JANUARY 2021 (ENCLOSURE 2)**

**13. CRAYTHORNE ROAD PLAYING FIELD: PITCH HIRE FEES**

The council is requested to consider the pitch hire fees to be levied for 2021/22 (with effect from 01 April 2021):

### **Junior teams**

The council currently charges Rolleston FC and other junior football teams £10 per match. Rolleston FC's training sessions are permitted free of charge. Does the council wish to review this fee level?

### **Adult teams**

Adult teams have used the Craythorne Road pitches during the last two summers whilst waiting for their home grounds to be made available to them. A £10 fee has been levied for each booking. Does the council wish to consider raising this fee to, say £20 per booking, for adult teams?

### **Other bookings**

The facility was used for small group fitness classes during the summer in 2020. A fee of £10 per 45 minute session was charged. Does the council wish to review this fee level?

#### **14. ROLLESTON CIVIC TRUST: WILDFLOWER GARDEN PROPOSAL (Minute No. 132 refers)**

##### **STAFFORDSHIRE COUNTY COUNCIL: CONSENT TO PLACE AN OBJECT ON, IN OR OVER A HIGHWAY**

The County Council ask that the Parish Council approve and sign the Consent document to enable the wildflower garden project to proceed (**ENCLOSURE 3**).

The Civic Trust has confirmed that the Special Conditions will be met. The area will be clearly marked with ropes and painted stakes and is set back from the path to avoid any trips/accidents. They will ensure that there is adequate signage including a telephone number for anyone to call if there are problems. The Civic Trust intends to begin preparation on the weekend of 13/14 February (weather permitting).

The Consent requires a witnessed signature, either two councillors or the Clerk plus an independent witness will satisfy this need.

#### **15. CONTRACTS SUB-COMMITTEE (Minute No. 167.6 refers)**

The council is requested to establish the Contracts Sub-Committee consisting of the Chair plus 2 or 4 parish councillors to:

- a) Evaluate the tenders for the Mowing and Environmental contracts and make recommendations to the March meeting on the preferred contractor(s).
- b) Agree the draft contracts for approval by the council.
- c) To undertake quarterly reviews of work done.

#### **16. MODEL CODE OF CONDUCT 2020 (ENCLOSURE 4)**

The council is requested to consider adopting the revised Model Code of Conduct which has been developed by the Local Government Association (LGA).

#### **17. COMMUNITY FLOOD PLAN (DRAFT) (Minute No. 172 refers)**

#### **18. PARISH COUNCIL FACEBOOK PAGE (Minute No. 173 refers)**

#### **19. CORRESPONDENCE**

##### **19.1 Staffordshire Parish Councils' Association (SPCA)**

The SPCA's weekly newsletters have been circulated to all Councillors.

##### **19.2 Westbury Estate and College Field**

An email from Mr Barry Edwards has previously been forwarded to all councillors. Mr Edwards had provided background information relating to his objection to ESBC's discharging of the planning condition relating to surface water drainage on the College Field development and he has formally requested that the parish council use its offices to insist that ESBC put right their mistakes on these two developments.

An acknowledgement was sent to Mr Edwards advising him that the parish council will establish the right people to raise the issues with and, once their identities are known, his request will be progressed to them.

The local MP and ESBC's Planning Manager have been asked for confirmation of their understanding of the issues raised – Councillor Stewart will give a verbal update at the meeting.

**19.3 Walford Road: Passage between Nos. 62 and 64 to the field**

A resident has contacted the council regarding the above passage:

*Can I please bring your attention to the condition of the above passage and ask if someone from the Parish Council would look into the matter, to see if anything can be done to make it more pleasantly accessible.*

- *During the winter it holds the water and is very slippy. Together with a few discarded dog bags.*
- *During the summer it is overgrown with nettles (which a kind resident cuts down).*

**20. EXCLUSION OF THE PRESS AND PUBLIC**

Chair to move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**21. QUOTATIONS (ENCLOSURE 5 – COUNCILLORS ONLY)**

**22. STAFFING MATTER (ENCLOSURE 6 – COUNCILLORS ONLY)**

MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON MONDAY 11 JANUARY 2021 COMMENCING AT 7.30 PM

**PRESENT**

Councillor S McManus (in the Chair)

Councillors Badcock, Gooding, Houston, E McManus, Robson, Sanderson, Stewart, Toon and Wyatt

**In attendance**

County Councillor White

2 Members of the public

Mary Danby, Clerk

**PUBLIC FORUM**

Mr Edwards referred to bollards which he had reported to Staffordshire Highways as having been knocked down some seven months ago at the junction of Church Road/Shotwood Close resulting in highway safety concerns. He had chased this six months later due to no action having been taken, but the issue had yet to be resolved. Councillor Robson said that he had also reported the issue as being dangerous. Councillor S McManus said that the council would contact the County Council in this matter.

Mr Edwards asked if there had been any movement by ESBC on the s106 funds arising from the College Fields development. Councillor S McManus said that queries had been raised by the council which ESBC had been requested to investigate and their response was awaited.

Mr Travers thanked the council for the progress made on the draft Community Flood Plan. He asked if details could be included confirming which organisation should be contacted when manhole covers are lifted in extreme weather conditions. Councillor S McManus confirmed that the appropriate organisation for this was Amey and agreed that it would be useful to include their contact details in the Plan.

**159. APOLOGIES FOR ABSENCE**

None, all councillors present.

**160. CHAIR'S ANNOUNCEMENT**

Councillor S McManus announced that he was standing down as Chair at the end of the meeting. The Vice Chair, Councillor Stewart, would take over as Acting Chair until the February meeting when the council will need to elect the Chair and Vice Chair to serve until the May annual meeting.

**161. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**162. PLANNING**

**162 .1 Planning Applications**

Application No.	Location	Proposal
P/2020/00962	Barn Cottage Chapel Lane	Erection of a single storey extension to the north elevation, erection of a single storey extension to the east elevation and alterations to existing store to form a garage
No objection		
P/2020/01360	20 Ealand Street	Erection of a single storey rear extension
No objection		

P/2020/01361	Land to the south of Forest School Street	Substitution of house types on Plots 29 and 30, 71 to 74, 76 and 78 to 83
No objection		
P/2020/01377	The Gables 26 Church Road	Re-pollarding to previous points of one Lime tree (T186) of TPO 1 and reduction of an overhanging branch
No objection		
P/2020/01419	The Croft Burnside	Demolition of existing conservatory and erection of a single storey side extension
No objection		
P/2020/01435	St Mary's Close 5 Church Road	Felling of 5 Leylandii trees and 1 Holly tree
No objection but would ask that suitable replacement trees be planted where possible		
P/2020/01461	Barn Cottage Chapel Lane	Listed Building Consent for the erection of a single storey extension to the North elevation, erection of a single storey extension to the East elevation and alterations to existing store to form a garage
No objection		
P/2020/01474	The Old Orchard Church Road	Felling of 1 Holly tree
No objection		

**162.2 Planning Decisions**

**RESOLVED** That the planning decisions be noted.

**163. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 14 December 2020 be approved and signed as a true record.

**164. MATTERS ARISING**

**Minute No. 146 Dodslow Avenue**

Councillor Sanderson reported that following County Councillor White contacting the MP, Cadent had completed the work around 23 December and no reports of problems had been received since that time.

**Minute No. 148.2 Landslip on the Jinny Trail**

Stretton Parish Council had responded saying that the investigation into the landslip had found that the entire slip had occurred on the Stretton side. The proposal to make good the area was being included in the project to improve the drainage along the Stretton side which will include new drains from the pond, silt clearance and clearance of the ditch with some tree removal on the bank. The design and tender proposal was currently being written and when this has been agreed a copy will be provided to the council for information. Councillors noted that some work may be required on the Rolleston side and agreed to keep an eye on this.

**165. COUNTY COUNCILLOR'S REPORT**

Councillor White reported

- **Burnside**  
As requested, Burnside had been added to the gulley cleaning route.
- **Beacon Road drainage scheme**  
He had emailed the Clerk with details of the Diversion of Vehicular Traffic Order which would come into force on 08 February (this information had been forwarded to all Councillors).
- **Dovecliff Road build-out**  
The legal process had now been concluded and the work would be completed by the end of the financial year.

**166. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported:

- That Councillor George Allen had been elected as Deputy Leader and changes to the Cabinet and portfolios had been agreed at the ESBC full council meeting.
- Covid-19 testing at the Pirelli Stadium was ongoing, the vaccination programme rollout was going well.
- Chapel Lane/Station Road flooding was an ongoing problem. County Councillor White said that the gulley is blocked, and this will be dealt with in February when the correct machinery will be available for the Beacon Road drainage works.

**167. PARISH COUNCILLORS' REPORTS**

167.1 Councillor Toon reported that she clears drains with a stick when she is walking in the village in an attempt to keep these clear of leaves and debris.

167.2 Councillor Stewart reported:

- Members of the public had thanked the council for the work done on footpaths and stiles.
- The dead trees and branches will be cleared from the Jinny Trail by her husband.
- Some logs arising from the Craythorne Woods tree works will be moved to the Jubilee Orchard to replace and create bug and wildlife habitat where logs have been removed.
- The Knowles Hill wooden bus shelter, close to Cross Lane, is in extremely poor condition.
- The Environment Agency had requested a contact with local knowledge on flood mechanisms for those areas and Councillor Badcock is involved due to the Brook Hollows project.

167.3 Councillor Gooding reported that he and Councillor Badcock were scheduled to meet with an Environment Agency representative on 27 January to walk around the areas that flood and discuss the flood mechanisms in the area.

167.4 Councillor Wyatt reported that he would report the blocked drains on Burnside to Staffordshire highways.

167.5 Councillor Badcock reported:



- That the former Sustrans land off Station Road had sold at auction for £27,000. He suggested that a letter be sent to the new owners via the Auctioneers asking if they would give permissive access to the public over the land.

**AGREED** That a letter be sent, as set out above.

- **Burnside railings and posts**

These had been repaired by the County Council's contractor, but they were very dirty and scruffy. He asked if the County Council would clean these, and in anticipation that this could not be done, he had obtained an informal quotation in the sum of c£400 if the council wished to see this done.

The council noted that cleaning the railings and posts would result in their needing to be primed and painted very quickly after cleaning, failure to do so would see them rust and negate the work that had been done. This work would be expensive. It was also noted that previous attempts to obtain quotations for the work had been unsuccessful as companies had declined to quote for the work. County Councillor White stressed that the County Council had not accepted ownership/responsibility for the railings, but he undertook to ask if Officers knew of any contractors able to do the work.

167.6 Councillor S McManus referred to the Contract Tendering process for the Mowing and Environmental contracts and asked that all Councillors look at their areas and the existing contract specifications. They were asked to inform the Clerk if they were happy with the specifications as they stand or if there were any details that needed to be added or changed. He added that a small Sub-Committee would need to be established to evaluate the tenders and make recommendations to the council on the preferred contractor(s).

**168. FINANCIAL MATTERS**

**168.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
M&M Tree and Garden Services	Burnside: Tree works	BACS (paid 21/12/2020)	690.00	0.00
ESBC	Road sweeping, litter picking and bin emptying (quarterly)	BACS (paid 24/12/2020)	1153.26	192.21
Clerk	Reimbursement re stationery	BACS (paid 31/12/2020)	28.93	4.82
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,250.14	0.00
Manor Park Nurseries	Compost	BACS	8.00	1.34
O2	Council mobile	DD (paid 23/12/2020)	5.92	0.99
S McManus	Reimbursement re Zoom Pro	BACS	100.73	16.80
Clerk	Clerk's salary and expenses	BACS	876.65	0.00
J Deacon	Environmental Officer £914.53 Install noticeboards into bus shelters £24.00 Replace broken post on The Croft £30.00	BACS	968.53	161.42
<b>TOTAL</b>			<b>5,088.15</b>	<b>378.58</b>

**RESOLVED** That the above payments be approved.

**168.2 Bank Reconciliation as at 31 December 2020**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	<b>PLUS</b> Income	78,195.88	3,567.29	81,763.17
	<b>LESS</b> Expenditure	61,742.99	-	61,742.99
31 December 2020	Bank Statement	27,060.28	60,122.74	87,183.02

**RESOLVED** That the above was a true record.

**169. DRAFT 2021/22 BUDGET AND ACTUAL INCOME AND EXPENDITURE AS AT 31 DECEMBER 2020**

**RESOLVED THAT:**

- The 2021/22 budget be approved.
- The actual income and expenditure to 31 December 2020 be noted.
- The council will discuss its 2021/22 project priorities at the March meeting.
- The Earmarked Reserves held as at 31 December 2020 be approved as being:

Coding	Description	Opening Funds £	Projected Funds Year End £	Actual remaining at 31/12/2020 £
<b>Earmarked Reserves</b>				
4400/320	Environmental improvements	8,152	3,983	3,983
4410/321	EA funding	15,152	6,257	6,257
4420/322	Brook Hollows	10,000	10,000	10,000
4440/323	Craythorne fence	1,278	1,278	1,278
4440/325	Replacement play equipment	7,398	7,398	7,398
	<b>TOTAL</b>	<b>41,980</b>	<b>28,916</b>	<b>28,916</b>

**170. DECLARATION OF 2021/22 PRECEPT**

**RESOLVED** That a precept in the sum of £73,100 be declared on East Staffordshire Borough Council.

**171. CAR PARKING IN THE VILLAGE**

It was noted that the removal of double yellow lines from the traffic management plan (Minute No. 152 refers) with the exception of Station Road somewhat negated the need to identify parking areas for parents accessing the school.

Councillor Wyatt undertook to speak to the Scouts on whether the HQ car park might be opened for parents at school drop off/pick up times. Councillor Gooding noted that some parents park on the Club and Spread Eagle car parks.

**172. COMMUNITY FLOOD PLAN (DRAFT)**

Councillor Wyatt was thanked for his work on the draft Plan.

The council considered what it thought the document was for, noting that Councillors should not be seen to be available and on call at all times.

It was noted that the document was perhaps over-engineered for the council's purpose, but it was a good starting point. It was agreed that:

- A two-page document be compiled giving key information only, i.e. the location of sand bins, road closed signs, important contact information.
- That the document be annually distributed with the Autumn issue of the Rollestonian.

Councillor Stewart agreed to undertake this work for consideration at a future meeting.

**173. PARISH COUNCIL FACEBOOK PAGE**

The council was informed that the current Facebook page can only be administered from personal accounts because it was not set-up as a business account. This results in messages being received on personal accounts. There would be no cost for the council to have a business account, but this would mean setting up a new account. The current page would then cease to exist and the c1000 Facebook members would need to join the new page.

Councillor Wyatt said that he would speak with some contacts to see if the council can convert the current page to a business one.

**AGREED** That a decision be made at the next meeting as to whether the council should set-up a business Facebook page.

**174. CORRESPONDENCE**

**174.1 Staffordshire Parish Councils' Association (SPCA)**

The SPCA's weekly newsletters had been circulated to all Councillors.

**175. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**176. QUOTATIONS**

**RESOLVED THAT:**

- a) **Gravestone of a Mosley Horse (Minute Nos. 114 and 125 refer)**  
The quotation provided by John Deacon in the sum of £250 plus VAT be accepted.
- b) The council discussed whether The Croft was the best place for this to be installed given concerns from a resident that the stone may be open to being damaged. Councillor Sanderson undertook to discuss this with those responsible for the Spread Eagle Island to see if it would fit better in there and be safer from any damage. It was noted that the contractor may need to revisit the quotation depending on the outcome of that report.
- c) **Forest School Street/Meadow View Hedge (Minute Nos. 133 and 153 refer)**  
The quotation provided by John Deacon in the sum of £350.00 plus VAT be accepted.

The meeting closed at 9.15 pm

Signed .....

Date .....

**ROLLESTON ON DOVE PARISH COUNCIL**  
**ACTUAL INCOME AND EXPENDITURE TO 31 JANUARY 2021**

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/01/2021 £	Budget 2021/22 £
<b>100</b>	<b>Income</b>				
1076	Precept	68,300	68,300	68,300	73,100
1090	Interest Received	27	15	14	6
1100	Grants & Donations Received	-	875	875	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	15	15	15	15
1230	Beacon Road Substation Lease	30	2,477	2,477	-
1250	Football pitch fees	360	180	180	200
1255	Hire fees (other)	-	210	210	-
1270	SCC: Annual grass cutting	-	3,628	3,628	-
1999	Other income	-	721	721	-
	<b>Income</b>	<b>70,522</b>	<b>78,211</b>	<b>78,210</b>	<b>75,111</b>

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/01/2021 £	Budget 2021/22 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	13,672	13,545	10,984	13,500
4020	Employer's National Insurance	625	655	488	650
4030	Payroll Services	78	75	75	80
4050	Use of Home as Office	124	178	149	178
4100	Insurance	3,200	3,163	3,163	3,200
4110	Audit Fees	515	435	435	515
4120	Photocopier: Rental/Maint.	753	446	351	378
4121	Photocopier: Copy charge	700	700	478	670
4125	Stationery	200	200	169	200
4127	Village Directory	150	150	51	150
4130	Postage	200	325	272	300
4140	Council mobile	240	156	139	175
4150	Subscriptions	500	678	678	700
4160	Training	140	140	55	140
4170	Election expenses	-	-	-	-
4190	Mileage expenses	250	250	151	250
4195	Parking fees	12	12	6	12
4200	Play areas	5,000	7,500	1,637	7,000
4205	Craythorne gate: Lock/unlock	-	435	435	700
4210	RPC Website	100	125	50	100
4211	Village website	45	47	35	45
4220	IT/Software	250	274	274	300
4230	s.137 Expenditure	100	100	100	100
4240	Mowing	16,000	15,276	12,776	17,000
4250	Bin emptying	3,000	3,844	3,844	4,000
4260	Trees	2,000	2,265	815	4,000
4265	Plants for planters	-	-	-	600
4270	Environmental contract	12,000	12,000	8,687	13,000
4320	Capital expenditure	400	-	-	800
4330	Other administration	2,000	690	485	2,000
4999	Contingency	5,000	1,000	248	5,000
	<b>Expenditure</b>	<b>67,254</b>	<b>64,664</b>	<b>47,030</b>	<b>75,743</b>
	<b>TOTAL EXPENDITURE</b>	<b>67,254</b>	<b>64,664</b>	<b>47,030</b>	<b>75,743</b>
	<b>TOTAL INCOME</b>	<b>70,522</b>	<b>78,211</b>	<b>78,210</b>	<b>75,111</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>3,268</b>	<b>13,547</b>	<b>31,180</b>	<b>- 632</b>

<b>Coding</b>	<b>Description</b>	<b>Opening Funds £</b>	<b>Projected Funds Year End £</b>	<b>Actual remaining at 31/01/2021 £</b>
<b>Earmarked Reserves</b>				
4400/320	Environmental improvements	8,152	3,101	3,101
4410/321	EA funding	15,152	6,257	6,257
4420/322	Brook Hollows	10,000	10,000	10,000
4440/323	Craythorne fence	1,278	1,278	1,278
4440/325	Replacement play equipment	7,398	7,398	7,398
	<b>TOTAL</b>	<b>41,980</b>	<b>28,034</b>	<b>28,034</b>



**Highways Act 1980**  
**Section 115E CONSENT**  
**Consent to Place an Object on, in or over a**  
**Highway**

Staffordshire County Council of No1 Staffordshire Place, Tipping Street Stafford, ST16 2DH as Highway Authority for the highway mentioned below, (hereinafter referred to as 'the Authority') hereby grant to

Rolleston on Dove Parish Council

Being the person (hereinafter referred to as the 'Consentee') placing planting within the highway verge features (hereinafter referred to as the 'object') on, in or over the highway under Section 115E of the Highways Act 1980 (hereinafter referred to as 'the Act') consent to place and maintain the Structure on

Planting feature in verge on Knowles Hill/Rolleston Road, Rolleston on Dove

Wildflower garden project c/o Tim Salmon

(hereinafter referred to as 'the Highway'), in the area immediately on the highway grass verge leaving a clear passageway for the public to pass between the Structure and the carriageway sufficient for two persons to pass in comfort, and to maintain said structure upon the terms and subject to the conditions hereinafter specified in the Schedule of Conditions and subject to the conditions contained within the said Section 115E of the Act and the Consentee hereby accepts the consent aforesaid upon and subject to the terms, conditions and provisions aforesaid.

This Consent shall take effect on 01 February 2021 and shall remain in force for a period of 10 years whereupon the Consentee may request that the consent be extended for a further period subject to a fee.

There is to be no assignment of this Consent. This Consent is granted only to the Consentee by the Authority and cannot be sold, assigned or transferred (in whole or in part) to any third party whomsoever by the Consentee in any circumstances.

### **SCHEDULE OF CONDITIONS**

The Consentee shall comply with the following terms and conditions throughout the Consent Period:

1. To install the Structure in the agreed position within the Highway as set out in the preamble above and in the special conditions below.
2. To maintain the Structure in good and substantial repair and otherwise to a reasonable standard;
3. To (at their own expense) carry out any repairs and otherwise make good the Structure (including any necessary cleaning) which become necessary as a consequence of any damage to it due to vandalism, or any road traffic accident, act of God, or any other third party act or omission;
4. To comply with any requirements whatsoever which are set out in the Special Conditions of this Consent, and Section 115A et al of the Act;

5. To at all times be mindful of the fact that there may be apparatus in the Highway which belongs to statutory undertakers, or sewerage authorities, or British Telecommunications PLC or any other Undertaker and to therefore take reasonable care to avert any damage to the same;
6. Not to obstruct or interfere with any footway or pedestrian access to any surface boxes, manholes or any other equipment or apparatus of any kind which is in, or on, or above the Highway;
7. Not to allow the Structure to either, obstruct or interfere in any way with, or to become a source of danger to, public passage along the Highway or land forming part of the Highway other than outlined in the Special Conditions of this Consent;
8. Not to remove any soil from the Highway, or otherwise do anything which would interfere with the support given to the adjoining Highway or land forming part of the Highway;
9. Not to either use, or permit to be used, the Consent Area in any way which shall cause any nuisance, or inconvenience, or disturbance, to either the owners and occupiers of any adjoining land and premises, or members of the public;
10. This Consent does not directly, expressly or by implication grant any consent, licence or permission other than those for which it is given.
11. The Consent acknowledges and declares that the rights hereby granted to the Consentee constitute a consent and not a lease or tenancy and that therefore the Authority retains exclusive possession of the Consent Area as Highway Authority consummate with all the rights appertaining to that body.
12. The Authority (or any third party authorised by the Authority) retains the right to obtain access to the Consent Area at any time during the Consent Period without giving prior Notice to the Consentee, to undertake works on the Highway as the Authority thinks fit, (without prejudice to the Consentee's powers under Section 115E of the Act) if it appears to the Authority at any time during the Consent Period that:
  - a) Such access is required by either the Authority, any statutory undertakers, sewerage authorities, British Telecommunications PLC or any Undertaker in order to carry out works for the purposes of the highway, or the undertaking in question.
13. On termination of this Consent whether by the Authority or the Consentee the Authority reserves the right;
  - a) To remove any structures to which the Consent relates, and which the Consentee has undertaken, and reinstate the Highway and recover, should it so wish, the expense of doing so including any subsequent recovery costs, including interest at 3% above the Co-operative Bank PLC's base rate; or
  - b) If the Consentee can do so within reasonable time the Consentee must remove such structures as the Authority may specify and reinstate the Highway at the Consentee's expense.
14. The Consentee will indemnify the County from and against all actions, losses, claims, costs, demands, proceedings and any other legal liability which may be

brought or made against the County either at common law or otherwise by reason of any accident or injury to any person (including any fatal injury) or damage to or loss of property and which arises out of either the Consentee's use of the Consent Area pursuant to this Consent, or any access, works or use of the Highway or adjacent highway land which may be necessary pursuant to this Consent, or otherwise due to performance or non-performance by the Consentee of its obligations under this Consent, including any Special Conditions, (and also in each case from and against any damages, costs, expenses, or losses which the County shall incur or bear as a consequence) provided that this indemnity shall not apply to any legal liability to the extent that the same are a reasonably foreseeable consequence of any negligent act or omission which is committed by either, the County, or its servants and agents acting within the scope of their authority from the County;

15. The Consentee will on written demand from the County Council provide proof of any indemnity.
16. Staffordshire County Council will not be responsible for any losses, claims, costs, demands, proceedings and any other legal liability including financial loss and/or damage to reputation or loss of intellectual property arising as a result of damage to the Structure or which results in, or causes, any form of loss which may be brought or made against the County arising from any negligent act or omission of the County Council insofar as it is reasonable for the County Council to exclude such liability.
17. To maintain valid and current public liability insurance cover (in the name of the Consentee) with insurers of good repute and financial standing, such cover having a limit of indemnity of not less than five million pounds (£5,000,000) for any occurrence or related series of occurrences arising out of one event (the number of claims being unlimited) and provide the County with proof of this insurance within ten (10) working days of a written request from the County to do so;
18. To pay a standard fee of £0 to the County on the completion of this Consent towards the administrative costs incurred by the County of granting this Consent (in pursuance of Section 115F of the Act).
19. The Consent is not complete until signed by both Consentee and Staffordshire County Council.
20. The Consentee's signature is taken as acceptance of all consent conditions and special conditions that may be applicable.

### **SPECIAL CONDITIONS**

1. The Consentee is to ensure that any requirements of East Staffordshire Borough Council, in their capacity as planning authority, are complied with.
2. The Consentee is to ensure that the planting, are set out so as to permit the public to continue to pass along the footway or pavement without stepping into the carriageway.
3. The Consentee is to ensure that the area occupied by the planting is clearly visible and marked, providing contact details of the owner and any other advice deemed to be necessary to reduce the likelihood of loss or damage to property or person, or any other liability arising under sub-clause 14: from the remainder of the footway or pavement and includes the provision of tapping rails or similar to aid visually impaired people



**TERMINATION****Termination by the Consentee**

The Consentee shall have the right to terminate this Consent at any time during the Consent Period by giving the Authority at least one (1) months Notice in writing and served to the address listed above and addressed to the Highway Network Manager.

**Termination by the Authority**

The Authority shall have the right to withdraw (and therefore terminate) this Consent at any time, by serving Notice on the Consentee;

1. at the end of the period specified in the Notice which will not be less than 7 days after service on the Consentee should any of the conditions or special conditions of this Consent be broken; or
2. at the end of the period specified in the Notice, which will not be less than one (1) month after the date of service on the Consentee if the Authority consider it necessary for the exercise of any of their highway functions or as a result of a significant, prejudicial change in circumstances or law in relation to the Consent.



I (we) have read and understood the standard consent conditions above and understand the legal obligations placed upon me as Consentee. I (we) agree that the consent is not valid until signed by Staffordshire County Council and accept any additional special conditions that may be added to this consent (once agreed through the application process).

Signature:

Name:

Date:

Signed in the presence of:

Signature:

Name:

**SIGNED** on behalf of **STAFFORDSHIRE** )  
**COUNTY COUNCIL** in the presence of: )

A handwritten signature in black ink, appearing to read "Richard Rayson".

Authorised Signatory

Witness Garry Hunt

Name Richard Rayson

For Staffordshire County Council

A decorative wavy line in a golden-brown color, consisting of three parallel lines that curve across the top of the page.

*the knot unites*

## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **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 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 or a directly elected mayor. 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, 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.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **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, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **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 (unless they are political assistants). 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 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.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 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 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.**
  
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

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 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 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.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to 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

7. 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 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.
8. 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 friend, relative, close associate; or
  - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

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

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward 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 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.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	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.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the



	<p>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 —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'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.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(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.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* '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 Registerable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***