



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
<https://rollestonondovepc.co.uk>

Our Ref: MD

06 September 2021

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held at John of Rolleston Primary School, Chapel Lane, Rolleston on Dove DE13 9AG on **Monday 13 September 2021** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

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.

1. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2021/00786	Oaklea Rolleston Road	Erection of a replacement detached garage/store
P/2021/01020	Land adjacent to 373A Tutbury Road	Outline application for the erection of up to 46 dwellings including details of access
P/2021/01071	Land adjacent to Coney Grey South Hill	Installation of a portacabin

P/2021/01092	Grace Cottage Anslow Lane	Erection of a part single part two storey side extension
P/2021/01094	Jubilee Lodge Fiddlers Lane	Crown reduce by up to 30%, 3.5 metres one Oak tree (TPO 1)
P/2021/01096	Adjacent to the entrance at Alders Reach, adj 3 Brookside	Reduction in height to 7m to seven Yew trees (T1-T8)
P/2021/01100	Brookhouse Hotel 39 Station Road	Felling of four Holly trees (T1, T2, T5 and T6), Laburnum (T3) and Photinia (T4), cut back Sycamore tree 1.5m from property (T7)
P/2021/01139	Twinkleberry Cottage 12 Beacon Road	Crown reduction by 30% of one Yew tree (T1)
P/2021/01147	Brook Bank 21 Station Road	Crown reduction of top growth by 3m and remove branch growing over conifer hedge to one Willow tree (T1)
P/2021/01155	Ormuz Cottage Mosley Mews	Reduce canopy by 60% to one Magnolia and remove low hanging and rubbing branches to reduce shading and reduce risk of damage to garage roof to one Oak tree
TPO 427	4 Beacon Road	TPO made on 23 August 2021 regarding a Willow (T1) situated close to the front boundary of 4 Beacon Road. The TPO came into force on a temporary basis on 23 August and will remain in force for six months, during which time ESBC will decide whether the Order should be given permanent status. The Order has been made because the tree is considered to be of high amenity value, is a healthy specimen and a valuable ecological habitat.

4. To consider the Minutes of the meeting held on 12 July 2021 (Enclosure 1)
5. Matters arising from the previous meeting
6. County Councillor's report
7. Borough Councillor's report
8. Parish Councillors' reports
9. Financial matters
 - 9.1 Schedule of payments (as at 06 September 2021)

Payee	Description	Payment Method	Gross £	VAT £
Councillors are requested to retrospectively approve the following which fell due for payment during the Summer recess:				

Clerk	Reimbursement: Sign for Footpath 14 gate	BACS (05/08/21)	23.88	3.98
Freeola Ltd	Village website: Qtrly charge	DD (06/08/2021)	13.86	2.31
J Deacon	Environmental Officer £1,019.10 Meadow View: Dig in and concrete 27 posts £608.40 Craythorne playing field hedge: repair hole post and rail cut by intruders £117.60 Craythorne car park fence: fence gap where old rails had been removed £84.00 Jubilee Orchard: Refill water butt £30.00	BACS (10/08/2021)	1,859.10	309.85
Clerk	Clerk's salary and expenses	BACS (10/08/2021)	1,121.17	0.00
Viking	Postage stamps and stationery	BACS (10/08/2021)	91.36	3.88
Ricoh UK Ltd	Photocopier: Qtrly rental / copy charge	BACS (10/08/2021)	228.98	38.16
C Stewart	Reimbursement re Zoom Pro subscription	BACS (10/08/2021)	14.39	2.40
P Gould	Mowing contract	BACS (10/08/2021)	1,127.33	0.00
John of Rolleston Primary School	Room hire (July meeting)	BACS (10/08/2021)	45.00	0.00
Clerk	Reimbursement re replacement padlocks for Craythorne Road playing field	BACS (10/08/2021)	58.70	9.79
1&1 IONOS Ltd	RPC Website	DD (12/08/2021)	5.99	1.00
Hardy Signs Ltd	Skateboard ramp safety notice	BACS (13/08/2021)	60.00	10.00
O2	Council mobile	DD (23/08/2021)	17.03	2.84
Sub Total			4,666.79	384.21
Payments due as at 13 September:				
C Stewart	Reimbursement: Zoom Pro subscription	BACS	14.39	2.40
Rialtas Business Solutions Ltd	Move accounts software to new laptop	BACS	30.00	5.00
Online Playgrounds	Replacement brackets for swings at Tafflands	BACS	100.80	16.80
CPA Horticulture Ltd	Softwood PlayGrade chippings for the Mound at Tafflands	BACS	330.00	55.00
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Reimbursement: Bluebell bulbs	BACS (02/09/2021)	154.50	25.75
Clerk	Salary and expenses	BACS	1,116.42	0.00
HMRC	NI/PAYE 2 nd quarter 2021/22	BACS	1,091.13	0.00
Clerk	Reimbursement: Water butt (for Spread Eagle Island)	BACS (06/09/2021)	92.99	15.50

J Deacon	Environmental Officer £1,019.10 Memorial horse stone £300.00 Elizabeth Avenue playing field (clear brambles) £78.00 Jamie's Garden (move litter bin, install horse plinth) and Spread Eagle Island (install blacksmith's gate) £442.40 Craythorne Road playing field (replace bolt on goal post) £43.20 Footpath 14 (strim, cut back/remove Blackthorn and Brambles) £390.00	BACS	2,252.70	375.45
		Sub Total	6,316.25	496.90
		TOTAL	10,983.04	881.11

9.2 Bank reconciliation as at 31 August 2021

		Bank Accounts		Total
		Treasurer £	Instant Access £	£
01 April 2021	Bank Statement	12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	50,279.17	3,722.92	54,002.09
	LESS Expenditure	44,815.51	7,634.75	52,450.26
31 August 2021	Bank Statement	18,338.70	57,788.97	76,127.67

9.3 2021/22 Budget as at 31 August 2021 (Enclosure 2)

10. Code of Conduct for Councillors – Amended

The council is recommended to adopt the amended Code of Conduct for Councillors. The amended Code, (**Enclosure 3** with tracked changes), was adopted by ESBC at its meeting on 28 June 2021.

11. Village clean-up day

To agree the arrangements for the Clean-up Day to be held on Saturday 30 October.

12. Craythorne Road car park

To consider preparations for the car park following the departure of Staffordshire Highways compound.

13. Village Christmas Tree

Mr Tom Martin has contacted the council advising that he is stepping down from various activities, including ordering the village Christmas tree. He also advised that the delivery date, erection and decoration of the tree have historically been arranged through RoDSEC to tie in with "Carols around the Christmas tree".

Mr Martin says that the illuminated tree on the Almshouse lawn has become an established feature of the Christmas season and he asks if the council would wish to establish its future policy before Advent arrives.

Mr Martin has provided the contact details for ordering a 12-15ft tree at a cost of c£125.

The council's instructions are sought on the above.

14. Correspondence

14.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

14.2 Communications Log

The Communications Log has been circulated to all councillors.

14.3 Elizabeth Avenue playing field (Minute Nos. 50 and 40.3 refer)

The council's decision that the existing barriers will remain in situ was relayed to the complainant. The complainant has responded saying that, whilst she understands what the council is saying, she feels that there would be other ways of addressing the issue as presumably the other gate to the park that she can access would also allow quad bikes, etc access as it allows her buggy through currently.

14.4 Commemorative planting request

The following request has been received via email:

Would it be acceptable to plant a Buddleia along your section of the Jinny Trail to commemorate the death of our father who died from the Covid infection last year? We (our family) would like to place our father's ashes in the ground along with the Buddleia. The Jinny Trail is an area well known to the family, dad taking his grandchildren there from a young age, planting seeds and shrubs, and checking out the pond for small fish and insects. We now walk the Trail with our grandchildren and family pets. We thought this would be a happy place and a fitting tribute to mark dad's passing. My sister and myself got into conversation with one of your volunteer gardeners, Rosemary Baker, and we discussed our idea. Rosemary advised us to contact yourselves with our proposal and between us we found a site that, if you agree, we all thought would be acceptable to both our family and yourselves. We would have a spot for our family to come to when we wish to remember our father and the Trail would benefit from the planting of a hardy, beautiful, scented bush that would be good for the environment. The place we discovered is a small area where the sign Rolleston on Trent (railway station) is located.

We hope that you will be able to raise this matter at the next Parish Council meeting, which I believe is the second week in September, and that you will look upon our proposal favourably. Will you please let us have your response as soon as possible in the hope that we can finally lay our father to rest.

15. Exclusion of 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.

16. Applications for Co-option on the Parish Council (Enclosure 4A and 4B – Councillors only)

17. Quotations (Enclosure 5)

18. Staffordshire County Council: S115E Licence to site memorial bench on Brookside (Enclosure 6)

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT JOHN OF ROLLESTON PRIMARY SCHOOL, CHAPEL LANE
ON MONDAY 12 JULY 2021 COMMENCING AT 7.30 PM**

PRESENT

Councillor Stewart (in the Chair)
Councillors Houston, Robson, Sanderson and Toon

In attendance

Mary Danby, Clerk

PUBLIC FORUM

No members of the public were present at the meeting.

46. Apologies for absence

Councillors Badcock, E McManus and S McManus.

47. Declarations of Interest and Dispensations

None declared.

48. Planning matters

48.1 Planning applications

Application No.	Location	Proposal
P/2021/00809	84 Beacon Road	Reserved Matters application relating to P/2018/01128 for the erection of a dwelling including details of appearance, landscaping, layout and scale
No objection. The council was pleased to note that the proposed dwelling adheres to Condition 7 (SP24 and DP3) as stated in the Decision Notice dated 27 February 2019 (P/2018/01128 refers)		
P/2021/00868	Land bound by Tutbury Road, Rolleston Road and Harehedge Lane	<p>A hybrid planning application comprising:</p> <ol style="list-style-type: none"> 1) Outline planning application for up to 500 dwellings (Use Class C3), Specialist residential accommodation (C2/C3(a, b)), Local Centre (E(a, b, c, e, f, g(i))/C3) and associated works (all matters reserved apart from access 2) Full planning application for proposed access points and spine road between Tutbury Road/Rolleston Road <ul style="list-style-type: none"> ▪ The council acknowledges that the applicant has listened to comments submitted during the pre-application consultation; Councillors were pleased to see that hedging and trees are being retained. ▪ The council asks that the existing 40mph section of Rolleston Road be lowered to 30mph in the interests of highway safety given the extra traffic from the development travelling into/through Rolleston village. ▪ The council asks that the spine road be constructed to include a bend, i.e. that the road not be straight, to act as a traffic calming measure.

P/2021/00873	Winter House Hall Grounds	Felling of 1 Hinoki Cypress tree, 1 Pine tree, crown reduction by up to 20% with an approx length reduction of 3m on 1 Sycamore tree, crown clean by removal of dead and defective branches of 1 Ash tree and 1 Oak tree, crown raising of 1 Cedar tree by up to 2.5m, crown reduction in height by up to 4m and cut back up to 2m from neighbouring property of 1 Holly group and crown reduction in height to a finished height of up to 6m of 1 Laurel group (TPO 1)
No objection. The council acknowledges that the applicant is planting replacement trees.		
P/2021/00898	Arford House Moseley Mews	Felling of one Sycamore tree (T1), reduce height of Holly tree (T2) by approx 4m
Whilst the council has no objection to the proposed tree works, Councillors ask that a suitable tree to be planted to replace the Sycamore		
P/2021/00901	Rolleston on Dove Service Station Station Road	Demolition of existing service station and MoT Centre and erection of 3 detached dwellings and garaging
Whilst the council is disappointed to see the loss of an amenity, it has no objection in principle to the proposal; the landscaping needs to be sympathetic to the area		

48.2 Planning advice

Agreed That the council will engage the services of Urban Vision as and when the need arises when responding to contentious planning applications.

49. Minutes

Resolved That the Minutes of the meeting held on 22 June 2021 be approved and signed as a true record.

50. Matters arising

29. Dovecliff Road build-out

Councillors asked that County Councillor White be asked for an update on when the work would be done to relocate the build-out.

31.2 Public Meeting (Flooding) (fourth bullet point)

Councillor Stewart confirmed that the meeting had gone ahead and had been well attended by members of the public. The EA representative confirmed that the ditches can be cleared (with landowner permission) and silt can be removed subject to going through a permits process – more information had been requested on this (Councillor Stewart undertook to chase the EA for the information).

40.3 Elizabeth Avenue playing field

Agreed That, whilst acknowledging the difficulties described, a more accessible gate for pushchairs and wheelchairs would also enable unwanted motorcycles and quadbikes to access the playing field - with this in mind, Councillors agreed that the existing barrier will remain in situ.

51. County Councillor's report

No report was available.

52. Borough Councillor's report

Councillor Toon reported that:

- She had been contacted by a Craythorne Road resident complaining that the contractors were blocking her driveway and she was unable to get out.
- The hedge on the jitty from Beacon Road to Dodslow Avenue was very overgrown. The Clerk reported that this had been reported to Trent & Dove Housing who confirmed that the hedge would be cut as soon as possible after 31 August. The council's contractor had done an interim cut of new growth so that people could use the jitty.
- ESBC had arranged a special council meeting to discuss the proposed relocation of the Library and the Uttoxeter Master Plan.

53. Parish Councillors' reports

53.1 Councillor Toon reported that gulleys around the village need to be cleared. She undertook to provide details of the location to the Clerk so that these could be reported to the County Council.

53.2 Councillor Robson reported that he had previously reported a dead tree at the entrance to Shotwood Close twice to the County Council, but no action had been taken to date.
Agreed That County Councillor White be asked to progress this with County Officers.

53.3 Councillor Sanderson reported that the plant sale had gone well on 11 July and had raised funds which will be used for fertiliser to improve soils for the Spread Eagle Island.

53.4 Councillor Stewart reported that:

- Wood from Craythorne had been used for a bug hotel at the Station.
- The council's banner had been displayed at the Church during the Banner Festival on 11 July.
- Asked that thank you letters be sent to:
Woodside Nurseries (troughs)
Janet Stone (gateway planters)
Tim Salmon, Civic Trust (Knowles Hill wildflower garden)

54. Financial Matters

54.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Salary and expenses	BACS	1,148.27	1.33
C Stewart	Reimbursement re Zoom Pro monthly subscription	BACS	14.39	2.40
Woodside Nurseries	Summer planting of troughs	BACS	300.00	0.00
ESBC	Bin emptying	BACS	1,165.94	194.32
O2	Council mobile	DD	17.03	2.84
SLCC Enterprises Ltd	Training fee	BACS	54.00	9.00

J Deacon	Environmental contract £1,019.10 Emergency barrier repair to lower barrier on Craythorne car park £96.00 Expandable spray foam for play tractor tyres £48.00 Tafflands drainage (dig test hole) £60.00	BACS	1,223.10	203.85
Kedel Ltd	Posts (spares for The Croft and Shotwood Close POS	BACS	185.13	30.86
		TOTALS	5,241.18	445.60

Resolved That:

- The above payments be approved.
- The Craythorne Road playing field be an agenda item for the September meeting to review what is going on there.
- ESBC to be asked if their contractor takes the details of vehicles locked in on the car park.

54.2 Bank reconciliation as at 30 June 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2021	Bank Statement	12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	46,551.25	903.02	47,454.27
	LESS Expenditure	34,907.54	7,634.75	42,542.29
30 June 2021	Bank Statement	24,518.75	54,969.07	79,487.82

Resolved That the above was a true record.

54.3 2021/22 Budget as at 30 June 2021

Resolved That the report be noted.

55. Casual Vacancy

ESBC had advised that an election had not been requested to fill the vacancy following Barry Gooding's resignation and the parish council was informed that it should proceed to co-opt to fill the vacancy as soon as practicable.

Agreed That:

- A poster encouraging people to come forward for co-option would be published in the council's Rollestonian insert and the council's website and Facebook page.
- de Ferrers 6th Form and Rolleston Scouts (Explorers unit) be approached asking if they could make young people aware that the council would welcome one or two of them to sit as Youth Representatives on the council.

56. Staffordshire County Council

56.1 Division of Vehicular Traffic – Chapel Lane and Chapel Lane link

The council was advised that the County Council had made an Order the effect of which will be to prohibit any vehicle from proceeding in the following lengths of roads in Rolleston on Dove, unless the vehicle is being used in connection with the works, or unless the vehicle

requires access to premises on the length of road or is being used for police, fire brigade or ambulance purposes:

- Chapel Lane for its entire length
- Chapel Lane Link for its entire length

The Order would come into operation on 15 July 2021 and the said works (which will take place between the hours of 07:30 and 18:00) will commence on or as near as practicable to that date. It is anticipated that the works will be completed by 26 August 2021.

Agreed That the information be noted.

56.2 CDT6627-2062 - Wilson Way, Station Road and Knowles Hill - Informal Consultation

The council was advised that, as part of the Divisional Highway Programme, Staffordshire County Council working in partnership with Amey, were proposing to install waiting restrictions to improve the visibility and increase the safety on and around Wilson Way in Burton on Trent, and Station Road and Knowles Hill, in Rolleston on Dove.

Agreed That the information be noted.

57. Rollestonian of the Year (Minute No. 38 refers)

Agreed That:

- Nominations for the 2021 award be sought in March 2022.
- The 2020 award be given to “The whole village” in recognition of residents pulling together during the Covid-19 pandemic.

58. Correspondence

58.1 Staffordshire Parish Councils’ Association (SPCA)

The SPCA’s weekly newsletters had been circulated to all councillors.

58.2 Communications Log

The weekly Comms Log had been circulated to all councillors.

58.3 Street lighting works

A resident contacted the council regarding correspondence he had had with the County Council regarding an anomaly arising from the replacement street lighting programme in the village which had seen the columns on Knowles Hill not painted black whereas other those in the locations had been. The County Council response was that areas outside the Conservation Area would not be painted. The resident identified other areas outside the Conservation Area, i.e. Anslow Lane, Beacon Road and Station Road where the columns had been painted. The County council had responded to saying that columns outside a Conservation Area could be painted if this work was funded by the parish council.

Agreed That the correspondence be forwarded to County Councillor White and ask for an answer as to why the anomaly happened and for a proper response to be sent to the resident, copied to the parish council. The resident was to be advised that, whilst the parish council supports him, this is a County Council matter and that the County Councillor had been requested to progress it with Officers.

59. Exclusion of the Press and Public

Resolved 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.

60. S106 Working Group

60.1 Sport England and s106 funds

Resolved That:

- a) The Sport England and s106 funds be disassociated.
- b) The parish council are unable to take on the responsibility for construction and management of the changing facility on Craythorne. (**Note:** This decision was reached after significant discussion and consideration of the requirements and responsibilities associated with such a facility.)
- c) Arrangements be made for council representatives to meet with the Rolleston FC Committee to provide a statement on the decision outlined at (b) above.

60.2 Potential s106 projects

Resolved That:

- Quotations be sought for levelling and stoning the pathway from the Bellway estate to Meadow View.
- The gate at the Beacon Road end of Footpath 14 not be replaced.
- Quotations be sought for levelling and stoning Footpath 14.
- The zip wire on Tafflands needs to be repaired or replaced.
- A play equipment supplier to be invited to visit the Tafflands play area to advise on a facelift to include inclusive play equipment and play equipment for older children.

61. Andy Starbuck commemorative seat (Minute Nos. 106.10, 158, 218 and 244 refer)

Agreed That the family's preference for the seat to be located on the grass verge on Brookside, opposite the entrance to Alders Reach be accepted and progressed as soon as practicable.

62. Blacksmith's Gate

Agreed That the blacksmith's gate be installed behind the anvil on Spread Eagle Island and the council's contractor be asked to quote for this work.

63. Horse plinth

Agreed That the horse plinth be installed on Jamie's Garden and the council's contractor be asked to quote for this work.

64. Interpretation Panel

Agreed That Clive Baker be asked to assist in designing an interpretation panel illustrating the history of the Spread Eagle Island / Jamie's Garden area.

65. Spread Eagle Island – Water Butt

Agreed That a second water butt (to match the existing) be purchased and installed on Spread Eagle Island.

66. Play Tractor

Agreed That the council is willing to take on responsibility for the tractor subject to the RoSPA report findings being addressed as this is required by the council's insurers, which TREATS have confirmed they will do. It was also agreed that a thank you letter be sent to TREATS for the work done to date.

67. Quotations
RESOLVED That:

- a) **Craythorne Car Park Fence**
J Deacon's quotation in the sum of £70.00 plus VAT to fence gap in roadside hedge where old rails had been removed be accepted.

- b) **Car Park signs on Craythorne**
Deferred to the September meeting of the council.

The meeting closed at 9.50pm

Signed

Date

DRAFT

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

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/08/2021 £
100	Income			
1076	Precept	73,100	73,100	36,550
1090	Interest Received	6	6	3
1100	Grants & Donations Received	-	70	70
1110	Council Tax Support Grant	1,665	1,665	833
1200	Garden rents	125	125	125
1220	Allotment rents	15	10	10
1230	Beacon Road Substation Lease	-	-	-
1250	Football pitch fees	200	290	180
1255	Hire fees (other)	-	-	-
1270	SCC: Annual grass cutting	-	4,837	4,837
1999	Other income	-	40	40
	Income	75,111	80,143	42,647

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/08/2021 £
200	Administration			
4000	Staff salary	13,500	13,710	6,930
4020	Employer's National Insurance	650	700	347
4030	Payroll Services	80	90	-
4050	Use of Home as Office	178	178	74
4100	Insurance	3,200	1,106	1,106
4110	Audit Fees	515	372	132
4120	Photocopier: Rental/Maint.	378	378	189
4121	Photocopier: Copy charge	670	525	246
4125	Stationery	200	200	105
4127	Village Directory	150	150	-
4130	Postage	300	300	251
4140	Council mobile	175	175	59
4150	Subscriptions	700	517	517
4160	Training	140	185	185
4170	Election expenses	-	-	-
4180	Room hire	-	135	90
4190	Mileage expenses	250	250	150
4195	Parking fees	12	9	3
4200	Play areas	7,000	7,000	614
4205	Craythorne gate: Lock/unlock	700	700	-
4210	RPC Website	100	100	25
4211	Village website	45	45	23
4220	IT/Software	300	300	233
4230	s.137 Expenditure	100	100	50
4240	Mowing	17,000	15,000	5,912
4250	Bin emptying	4,000	3,886	1,943
4260	Trees	4,000	4,000	-
4265	Plants for planters	600	600	300
4270	Environmental contract	13,000	13,000	9,981
4320	Capital expenditure	800	800	591
4330	Other administration	2,000	2,000	252
4999	Contingency	5,000	5,000	2,959
	Expenditure	75,743	71,511	33,267
	TOTAL EXPENDITURE	75,743	71,511	33,267
	TOTAL INCOME	75,111	80,143	42,647
	NET INCOME OVER EXPENDITURE	- 632	8,632	9,380

Coding	Description	Opening Funds		Actual remaining at 31/08/2021
		£		£
Earmarked Reserves				
4400/320	Environmental improvements	3,902		3,392
4410/321	EA funding	7,635	-	-
4420/322	Brook Hollows	10,000		10,000
4440/323	Craythorne fence	1,278		1,278
4440/325	Replacement play equipment	7,398		7,398
	TOTAL	30,213		22,068

CODE OF CONDUCT FOR COUNCILLORS

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1 DEFINITIONS INTRODUCTION AND INTERPRETATION

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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.

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1.1 — The Council has adopted this Code of Conduct to set out the standards required by Councillors and Co-opted Members of East Staffordshire Borough Council.

1.2 — The Code is consistent with the General Principles set out in Appendix 1 and the provisions of S29(1) Localism Act 2011.

1.3 — In this Code:

1.3.1 — “Co-opted Member” means a person who is not a member of East Staffordshire Borough Council but who:

1.3.1.1 — is a member of any committee or sub-committee of the Council, or

1.3.1.2 — is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council,

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

1.3.2 “Councillor” includes members and Co-opted Members of East Staffordshire Borough Council; and for the purposes of paragraphs 3.1 to 3.12 and 3.15 below it also includes the Mayor’s Consort/the Mayoress and the Deputy Mayor’s Consort/the Deputy Mayoress whenever he or she is accompanying the Mayor or Deputy Mayor respectively on official engagements.

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1.3.3 “interest” means a Disclosable Pecuniary Interest (see paragraph 4) or an Ordinary Interest (see paragraph 6).

1.3.4 “meeting” means any meeting of:

1.3.4.1 the Council;

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1.3.4.2 the executive of the Council;

1.3.4.3 any of the Council’s, or its executive’s, committees, sub-committees, joint committees, joint sub-committees, or area committees;

1.3.4.4 any briefings by officers and site visits organised by the Council; ——— whether or not the press and public are excluded from the meeting.

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1.3.5 1.1.1.1 “Relevant Person” means the Councillor or:

1.3.5.1 that Councillor’s spouse or civil partner;

1.3.5.2 a person with whom that Councillor is living as husband and wife; or

1.3.5.3 a person with whom that Councillor is living as if they were civil partners.

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1.3.6 1.1.1.2 an interest is “subject to a pending notification” if the interest has been notified to the Council’s Monitoring Officer under paragraph 5 but has not been entered in the Council’s register in consequence of that notification.

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2 PURPOSE OF THE CODE OF CONDUCT SCOPE

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.

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~~2.1— Councillors must comply with this Code whenever they:~~

~~2.1.1 conduct the business of the Council (which, in this Code, includes the business of the office to which they are elected or appointed); or~~

~~2.1.2 act as a representative of the Council,~~

~~— and references to their official capacity are construed accordingly.~~

~~2.2— This Code only has effect in relation to the conduct of a Councillor when they are acting in their official capacity.~~

~~2.3— Where a Councillor acts as a representative of the Council:~~

~~2.3.12.1 on another relevant authority which has a code of conduct, they must, when acting for that other authority, comply with that other authority's code of conduct; or~~

~~2.1.1 on any other body, they must, when acting for that other body, comply with the Council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.~~

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3 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.

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4 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.

5 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.

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2.3 GENERAL CONDUCT OBLIGATIONS

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.

2.4 I do not do anything which falls within the IHRA Working Definition of Anti-Semitism

2.5 I do not do anything which falls within the APPG Definition of Islamophobia

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

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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 your or your

local authority's ability to discharge your/it's 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.**

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.

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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.

7 PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE COUNCIL

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. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

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 relative, close associate; or
- c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

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

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. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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

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.

<u>Subject</u>	<u>Description</u>
<u>Employment, office, trade, profession or vocation</u>	<p><u>Any employment, office, trade, profession or vocation carried on for profit or gain.</u></p> <p><u>[Any unpaid directorship.]</u></p>
<u>Sponsorship</u>	<p><u>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.</u></p> <p><u>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</u></p>

<p><u>Contracts</u></p>	<p><u>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the</u></p>
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	<p><u>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</u></p> <p>=</p> <p><u>(a) under which goods or services are to be provided or works are to be executed; and</u></p> <p><u>(b) which has not been fully discharged.</u></p>
<p><u>Land and Property</u></p>	<p><u>Any beneficial interest in land which is within the area of the council.</u></p> <p><u>'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.</u></p>

<p><u>Licenses</u></p>	<p><u>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</u></p>
<p><u>Corporate tenancies</u></p>	<p><u>Any tenancy where (to the councillor's knowledge)—</u></p> <p><u>(a) the landlord is the council; and</u></p> <p><u>(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.</u></p>
<p><u>Securities</u></p>	<p><u>Any beneficial interest in securities* of a body where—</u></p> <p><u>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</u></p> <p><u>(b) either—</u></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

(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

	<u>spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</u>
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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 Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in general control or management and to which you are nominated or appointed by your authority

b) any body

(i) exercising functions of a public nature

(ii) any body directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

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Appendix C Dispensations

- 7.1 The Council may, on a written request made to the Council's Monitoring Officer by a Councillor, grant a dispensation relieving the Councillor from all or any of the restrictions in paragraph 1.19-2 in cases described in the dispensation.
- 7.2 The Council may grant a dispensation only if, after having had regard to all relevant circumstances, the Council considers that:
 - 7.2.1 without the dispensation the number of persons prohibited by Section 31(4) Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.
 - 7.2.2 without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.
 - 7.2.3 granting the dispensation is in the interests of persons living in the authority's area.
 - 7.2.4 without the dispensation each member of the Council's executive would be prohibited by Section 31(4) Localism Act 2011 from participating in any particular business to be transacted by the Council's executive, or
 - 7.2.5 it is otherwise appropriate to grant a dispensation.
- 7.3 A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

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~~RESPECT ETC.~~

- ~~3.1 — Councillors must treat others with respect.~~
- ~~3.2 — Councillors must comply with their statutory obligations.~~
- ~~3.3 — Councillors must not do anything which may cause the Council to breach any of the equality enactments.~~
- ~~3.4 — Councillors must not do anything which falls within the IHRA Working Definition of Anti-Semitism.~~
- ~~3.5 — Councillors must not do anything which falls within the APPG Definition of Islamophobia.~~
- ~~3.6 — Councillors must not bully any person.~~
- ~~3.7 — Councillors must not intimidate nor attempt to intimidate any person who is or is likely to be:
 - ~~3.7.1 — a complainant;~~
 - ~~3.7.2 — a witness; or~~
 - ~~3.7.3 — involved in the administration of any investigation or proceedings,~~
~~in relation to an allegation that a Councillor (including that Councillor) has failed to comply with their authority's code of conduct.~~~~
- ~~3.8 — Councillors must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.~~

~~CONFIDENTIAL INFORMATION ETC.~~

- ~~3.9 — Councillors must not disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - ~~3.9.1 — they have the consent of a person authorised to give it; or~~
 - ~~3.9.2 — they are required by law to do so; or~~
 - ~~3.9.3 — the disclosure is:
 - ~~3.9.3.1 — reasonable and in the public interest; and~~
 - ~~3.9.3.27.3.1 made in good faith and in compliance with the reasonable requirements of the Council.~~~~~~

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~~3.10 — Councillors must not prevent another person from gaining access to information to which that person is entitled by law.~~

~~DISREPUTE~~

~~3.11 — Councillors must not conduct themselves in a manner which could reasonably be regarded as bringing their office or the Council into disrepute.~~

~~IMPROPER ADVANTAGE ETC~~

~~3.12 — Councillors must not use or attempt to use their position as a councillor improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.~~

~~3.13 — Councillors must, when using or authorising the use by others of the resources of the Council:~~

~~3.13.1 act in accordance with the Council's reasonable requirements;~~

~~3.13.2 ensure that such resources are not used improperly for political purposes (including party political purposes);~~

~~3.14 — Councillors must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.~~

~~DECISION-MAKING~~

~~3.15 — When reaching decisions on any matter, Councillors must have regard to any relevant advice provided to them by:~~

~~3.15.1 the Council's Chief Finance Officer; and~~

~~3.15.2 the Council's Monitoring Officer,~~

~~where that officer is acting pursuant to their statutory duties.~~

~~3.16 — Councillors must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.~~

~~INVESTIGATIONS~~

~~3.17 — Councillors must co-operate with any investigations or other procedures in relation to an alleged breach of this Code of Conduct.~~

~~4—DISCLOSABLE PECUNIARY INTERESTS~~

- ~~4.1— A Councillor has a Disclosable Pecuniary Interest in any business of the Council if the interest is of a description set out in paragraph 4.2 below and is an interest of a Relevant Person and, if the Relevant Person is not the Councillor, the Councillor is aware that that other person has the interest.~~
- ~~4.2— “Disclosable Pecuniary Interests” are as defined from time to time by the Secretary of State in Regulations. The Regulations current at the time of adoption of this Code are The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and are set out in Appendix 2.~~

~~5—REGISTRATION OF DISCLOSABLE PECUNIARY INTERESTS~~

- ~~5.1— Subject to paragraph 7, Councillors must, within 28 days of this Code being adopted by the Council or their election or appointment to office (whichever is the later), register in the Council's Register of Councillors' Interests (maintained under section 29(1) of the Localism Act 2011) details of their Disclosable Pecuniary Interests (as referred to in paragraph 4 above) by completing the appropriate form and delivering this to the Council's Monitoring Officer.~~
- ~~5.2— Subject to paragraph 7, Councillors must, within 28 days of becoming aware of any Disclosable Pecuniary Interests (as referred to in paragraph 4 above) which they have not registered, or any change to such an interest which they have registered under paragraph 5.1, register details of that unregistered interest or change by completing the appropriate form and delivering this to the Council's Monitoring Officer.~~

~~6—ORDINARY INTERESTS~~

- ~~6.1— A Councillor has an “Ordinary Interest” in any business of the Council where it is not a Disclosable Pecuniary Interest but either:~~
- ~~6.1.1— a decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:~~
- ~~6.1.1.1— the Councillor;~~
 - ~~6.1.1.2— a member of the Councillor's family; or~~
 - ~~6.1.1.3— any person with whom they have a close association~~

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~~to a greater extent than it would affect the majority of other council tax payers, ratepayers or inhabitants of the electoral ward for which the Councillor has been elected; or~~

~~6.1.2 it relates to or is likely to affect any of the interests listed in the table of Disclosable Pecuniary Interests set out in Appendix 2 but in respect of a member of the Councillor's family (other than a Relevant Person) or of any person with whom they have a close association.~~

~~7 Sensitive Information~~

~~7.1 Paragraphs 7.2 and 7.3 apply where:~~

~~7.1.1 a Councillor has an interest (whether or not a Disclosable Pecuniary Interest), and~~

~~7.1.2 the nature of the interest is such that the Councillor, and the Council's Monitoring Officer, decide in writing that disclosure of the details of the interest could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.~~

~~7.2 If the interest is entered in the Council's register, copies of the register that are made available for inspection, and any published version of the register, will not include details of the interest (but may state that the Councillor has an interest the details of which are withheld under subsection 32(2) Localism Act 2011).~~

~~7.3 If paragraph 8.2 or paragraph 10.4 applies in relation to the interest, that paragraph is to be read as requiring the Councillor to disclose not the interest but merely the fact that the Councillor has an interest in the matter concerned.~~

~~7.4 If a Councillor becomes aware of any change of circumstances which means that information excluded from the register under paragraph 7.2 is no longer sensitive information, they must notify the Council's Monitoring Officer so that the register can be amended.~~

~~8 Disclosure of Interests at Meetings~~

~~8.1 Paragraphs 8.2 and 8.3 apply if a Councillor:~~

~~8.1.1 is present at a meeting;~~

~~8.1.2 has a Disclosable Pecuniary Interest or an Ordinary Interest in any matter to be considered, or being considered, at the meeting; and~~

~~8.1.3 is aware or ought reasonably to be aware that the condition in paragraph 8.1.2 is met.~~

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8.2 — Subject to paragraph 7.3, the Councillor must disclose the existence and the nature of the interest to the meeting.

8.3 — If the interest is a Disclosable Pecuniary Interest which is not entered in the Council's register and is not the subject of a pending notification, the Councillor must notify the Council's Monitoring Officer of the interest as soon as possible and in any event before the end of 28 days beginning with the date of the disclosure.

9 — Participation at Meetings

9.1 — Paragraph 9.2 applies if a Councillor:

9.1.1 — is present at a meeting;

9.1.2 — has either:

9.1.2.1 — a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting; or

9.1.2.2 — an Ordinary Interest in any matter to be considered, or being considered, at the meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest; and

9.1.3 — in the case of an Ordinary Interest, is aware or ought reasonably to be aware that the condition in paragraph 9.1.2.2 is met.

9.2 — Subject to paragraph 11, the Councillor:

9.2.1 — must not participate, or participate further, in any discussion of the matter at the meeting;

9.2.2 — must not participate in any vote, or further vote, taken on the matter at the meeting; and

9.2.3 — must withdraw from the room where the meeting considering the business is being held.

10 — Matters Considered by a Single Councillor

10.1 — This paragraph applies if:

10.1.1 — a function of the Council may be discharged by a Councillor acting alone;

10.1.2 — a Councillor has either a Disclosable Pecuniary Interest or an Ordinary Interest in any matter to be dealt with, or being dealt with, by that Councillor in the course of discharging that function; and

10.1.3 — in the case of an Ordinary Interest, the Councillor is aware, or ought reasonably to be aware, of that interest.

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~~10.2~~ If the interest is a Disclosable Pecuniary Interest which is not entered in the Council's register and is not the subject of a pending notification, the Councillor must notify the Council's Monitoring Officer of the interest as soon as possible and in any event before the end of 28 days beginning with the date when the Councillor becomes aware, or ought reasonably to be aware, of that interest in relation to that matter.

~~10.3~~ If the interest is either:

~~10.3.1~~ a Disclosable Pecuniary Interest; or

~~10.3.2~~ an Ordinary Interest where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest

~~the Councillor must not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by the Councillor).~~

~~10.47.4~~ Subject to paragraph ~~7.3~~, the Councillor must ensure that any written statement of any decision taken by them in relation to that business records the existence and nature of that interest.

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~~11.9~~ DISPENSATIONS

~~11.1~~ The Council may, on a written request made to the Council's Monitoring Officer by a Councillor, grant a dispensation relieving the Councillor from all or any of the restrictions in paragraph 9.2 in cases described in the dispensation.

~~11.2~~ The Council may grant a dispensation under paragraph 11.1 only if, after having had regard to all relevant circumstances, the Council considers that:

~~11.2.1~~ without the dispensation the number of persons prohibited by Section 31(4) Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

~~11.2.2~~ without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

~~11.2.3~~ granting the dispensation is in the interests of persons living in the authority's area,

~~11.2.4 without the dispensation each member of the Council's executive would be prohibited by Section 31(4) Localism Act 2011 from participating in any particular business to be transacted by the Council's executive, or~~

~~11.2.5 it is otherwise appropriate to grant a dispensation.~~

~~11.3 A dispensation under paragraph 11.1 must specify the period for which it has effect, and the period specified may not exceed four years.~~

~~11.4 Paragraph 9.2 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under paragraph 11.1.~~

THE GENERAL PRINCIPLES

Selflessness

1. Councillors should act solely in terms of the public interest.

Integrity

2. Councillors 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 declare and resolve any interests and relationships.

Objectivity

3. Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

4. Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

5. Councillors 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

6. Councillors should be truthful.

Leadership

7. Councillors 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.

DISCLOSABLE PECUNIARY INTERESTS

In this Appendix:

“the Act” means the Localism Act 2011;

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

“director” includes a member of the committee of management of an industrial and provident society;

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

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

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

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses

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incurred by M in carrying out duties as a member, or towards the election expenses of M.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <ul style="list-style-type: none">(a) under which goods or services are to be provided or works are to be executed; and(b) which has not been fully discharged.
Land	<p>Any beneficial interest in land which is within the area of the relevant authority.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</p>
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <ul style="list-style-type: none">(a) the landlord is the relevant authority; and(b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where—</p> <ul style="list-style-type: none">(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and(b) either— <ul style="list-style-type: none">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.