

Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

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<https://rollestonondovepc.co.uk>

Our Ref: MD

03 May 2022

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 09 May 2022** 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.

ROLLESTONIAN OF THE YEAR 2021

Presentation of the Rollestonian of the Year Award 2021 to the Woolley Family.

BROOK HOLLOWES: UPDATE

Julia Baker, ESBC and David Hughes, Environment Agency will give an update on the Brook Hollowes project.

1. **Election of Chair**
2. **Election of Vice-Chair**
3. **Apologies for absence**
4. **Declarations of Interests and Dispensations**

5. Appointment of Committees, Sub-Committees and Working Groups

Committee / Sub-Committee / Working Group	Current Membership
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart

6. Appointment of representatives on Outside Bodies

Outside Body	Current Representative(s)
RoDSEC	Cllr Toon
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr Toon

7. Planning matters

7.1 Planning applications

Application No.	Location	Proposal
P/2022/00340	35 Knowles Hill	Hip to gable roof alteration including rear dormer extension to facilitate loft conversion, and installation of porch and bay window to front elevation
P/2022/00419	Land adjacent to Coney Grey South Hill	Erection of a new dwelling and garden room
P/2022/00429	Home Farm Mulberry Barn Church road	Installation of new flue and pipework to the North East elevation associated with the installation of a new boiler

8. To consider the Minutes of the meeting held on 11 April 2022 (Enclosure 1)

9. Matters arising from the previous meeting

10. County Councillor's report

11. Borough Councillor's report

12. Parish Councillors' reports

13. Internal Audit

13.1 Internal Audit Report for the year ended 31 March 2022 (Enclosure 2)

13.2 Re-appointment of Internal Auditor

Recommendation That the council re-appoints Toplis Associates Ltd as its Internal Auditor for the 2022/23 financial year.

13.3 Public Rights period for 2021/22 Annual Governance and Accountability Return (AGAR)

The Internal Auditor has asked that the council formally agree the Date of Announcement and the Public Rights period. As the council approved and signed the 2021/22 AGAR at the previous meeting, the dates are:

Date of Announcement: 31 May 2022
Public Rights period: 01 June – 14 July 2022 inclusive

14. Financial matters

14.1 Schedule of payments as at 03 May 2022

Payee	Description	Payment Method	Gross £	VAT £
Kedel Ltd	Replacement board to repair litter bin on The Croft	BACS	19.80	3.30
P Gould	Mowing contract	BACS	1,171.07	0.00
Ricoh UK Ltd	Photocopier: Qtrly Rental	BACS	113.41	18.90
Toplis Associates Ltd	Internal Audit 2021/22	BACS	171.50	28.58
Sign Craft	Platinum Orchard sign	BACS	72.00	12.00
Rolleston Civic Trust	Rollestonian newsletter inserts x 4 2021/22	BACS	533.16	0.00
Fenland Leisure Products Ltd	Replacement seats for Tafflands zip wire	BACS	174.00	29.00
Clerk	Reimbursement: Stationery £10.99 Anti-Virus software £39.99	BACS (pd 20/04/22)	50.98	8.50
St Mary's PCC	OGSR: Room hire for February and March meetings	BACS	40.00	0.00
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
Brierley Crystal	Rollestonian of the Year 2021 Award	BACS (pd 25/04/22)	94.23	15.70
Clerk	Salary and expenses	BACS	1,166.16	0.17
Freeola Ltd	Village website	DD	13.86	2.31
Clerk	Reimbursement: 2 No. Rollestonbury tickets (part of the Rollestonian of the Year Award)	BACS (pd 28/04/22)	27.50	0.00
Tunncliffe Signs & Graphics Ltd	Happy to Chat plaque	BACS	14.52	2.42
Rialtas Business Solutions Ltd	Accounts software: Annual Support and Maintenance Licence	BACS	154.80	25.80
J Deacon	Lock/unlock Craythorne barrier (April) £180.00 Environmental Contract £1,058.64 Jinny Trail: Dig out Ash roots, small trees, clean ditch £720.00 Relocate interpretation Panel £72.00 Platinum Orchard: Dig out Cherry tree self-sets and suckers, brambles, etc £540.00 Tafflands Zip wire: Replace wire seats £43.20	BACS	2,613.84	435.64
		TOTALS	6,436.82	583.32

14.2 Bank reconciliation as at 30 April 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	PLUS Income	44,897.45	1,309.22	46,206.67
	LESS Expenditure	6,818.28	-	6,818.28
30 April 2022	Bank Statement	46,653.33	102,007.44	148,660.77

14.3 Earmarked Reserves as at 30 April 2022

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 30/04/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	0.00	50,000.00
Play areas	3,642.00	0.00	3,642.00
Andy Starbuck seat	351.00	(324.00)	27.00
Total	57,104.39		56,476.39

15. Review of policies

- **Standing Orders (Enclosure 3A)**
Addition to Standing Order 28 to reflect text in NALC's Model Standing Orders.
- **Anti-Fraud & Corruption Policy (Enclosure 3B)**
No amendments are required.
- **Members and Officers Subsistence/Mileage 2021 (Enclosure 3C)**
No amendments are required.

16. Flooding information (Enclosure 4 – Minute No. 223 refers)

17. ESBC: Climate Change Draft SPD consultation May 2022 (Enclosure 5)

East Staffordshire Borough Council's Climate Change Supplementary Planning Document (SPD) is now open for comments from residents, businesses, organisations and others.

The Climate Change SPD seeks to help the planning system achieve development which has a lower impact on the climate and to encourage developers to help mitigate the impacts of climate change. The SPD can't introduce new policy, but it can help to define how existing policies in the Local Plan will be interpreted in the light of East Staffordshire declaring both a climate change and nature recovery emergency over the past year.

The guidance includes practical suggestions to help developers:

- Reduce carbon dioxide emissions by ensuring new development proposals incorporate sustainability measures
- Reduce energy demand in buildings by encouraging developers to look for wider energy efficient improvements, which should also cut heating costs

- Incorporate renewable energy technology into new developments, and when altering existing buildings wherever possible

The consultation on the SPD will run for six weeks from **9am Wednesday 04 May to 5pm Friday 17 June 2022.**

18. Correspondence

18.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

18.2 Communications Log

The Communications Log have been regularly circulated to all councillors.

19. 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.

20. Mowing contract (Enclosure 6)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 11 April 2022 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Robson, Sanderson, Sharples and Toon

In attendance

Three Rolleston FC representatives

Mary Danby, Clerk

Public Forum

207. Apologies for absence

Councillor Robson

208. Declarations of Interest and Dispensations

None declared.

209. Sport England funds

Rolleston FC had previously been asked to provide a feasibility report on the proposed use of Sport England funds arising from the College Fields development. The funds are part of the s106 Agreement entered into by the developer, the Agreement states that the Sport England funds should be used to provide a changing facility on the Craythorne Road playing field site.

The Club had separately contacted the council with an interim proposal to change the existing portacabin for a shipping container to provide a secure storage facility and they saw this as a potentially long-term solution to complement the proposed changing room. The Club has the funding for this proposal.

The Club had looked at two options for the changing facility: a modular building and a brick built one. They would look to the council to provide the management of the services to be installed in the changing room. Councillors were disappointed that estimates costs had not been provided in the report. The Club said that contractors were unable to provide quotations until a preferred design had been agreed. Councillors noted that it would have been helpful if the Club had said what they want provided in the building, how it would be managed, security, etc.

The Club representatives said they knew how much funding was available for the project from the Sport England funds, and they would consider sponsorship options (i.e. buy a brick) and other fundraising avenues if necessary. The Club would also be able to contribute funds to the project. In response to a Councillor's question, they confirmed that the funds set aside for the shipping container could also be put to the changing room project if necessary.

The Club was reminded that planning permission for a changing facility and possibly the shipping container would be required and they were advised to take advice from ESBC.

The Club representatives took questions from Councillors:

Q If the council were looking for quotations it would provide a specification for contractors to quote against. Has the Club done that for the changing room facility?
A No, this has not been done as the specification needs to be agreed by both the council and the Club.

Q Does the Club has a preference for the modular or brick build?
A They would prefer a brick built facility as they think this would fit in better with the aesthetics of its surroundings and the village.

Q Has the Club thought about security?
A Yes, they have obtained a quotation for this service

The Club were advised to give more thought to the project and to come back to the council once they had got costs against a full design specification. They were advised that the design needs to be functional, starting small with the capacity to extend if necessary over time.

In summary, the Club was asked to consider:

- What are the basic facilities that are needed?
- What is needed to enable prices to be sourced, i.e. specification agreed, drawings done, investigate planning permission for the shipping container and the changing room building
- They were asked to obtain cost for both the modular and brick built options
- They were asked to obtain the costs of providing services to the changing facility
- The council confirmed that the changing facility would need to be located where the portacabin is currently sited

The Club representatives agreed to do the additional work requested on the report and they will advise when they are in a position to provide the costed options to the council.

210. Planning matters

210.1 Planning applications

Application No.	Location	Proposal
P/2022/00336	Westfield House Burnside	Reduction in height of 3 metres and bring in the side branches to clear the property and match up to the new height by 1-1.5m to one Yew tree (T1)
No objection		
TPO 435	17 Brookside	4 No. trees (3 x Norwegian Spruce and 1 x Silver Birch) in the front garden of the property
No objection		

211. Minutes

Resolved That the Minutes of the meeting held on 14 March 2022 be approved and signed as a true record.

212. Matters arising

Minute No. 189.2 P/2020/00614 Land off Craythorne Road

The Clerk confirmed that no response had been received from ESBC. **Agreed** that this be escalated with ESBC for a response to be given.

Minute No. 194.7

First bullet point – Jinny Trail

Councillor Badcock asked if the barrier between the Rolleston and Stretton parishes on the Jinny Trail was necessary, could this not be removed? **Agreed** that a meeting be sought with Stretton Parish Council representatives to discuss matters relating to the Jinny Trail.

Second and third bullet points – Himalayan Balsam, Brook Hollows

It was noted that the Friends of Brook Hollows were currently pulling out Himalayan Balsam on the site.

213. County Councillor's report

No report was available. **Agreed** that Councillor White be requested to provide a report if he is unable to attend meetings in the future.

214. Borough Councillor's report

Councillor Toon reported that Councillor George Allen had been elected Leader of the Council. She also reported that events were being held in the Market Hall between 09 – 23 April.

215. Parish Councillors' reports

215.1 Councillor Appleby reported that:

- Bonfires had been lit behind the shed on former Golf Club land – the Police were notified and are taking action.
- Laughing gas cylinders have been found on 'Gypsy Lane' and the Craythorne Road playing field – the Police have been notified.
- ESBC's Planning Enforcement Officer has agreed that the number of vehicles on the Craythorne Therapy and Small Animals Farm is in breach of planning regulations and enforcement action will be taken.
- Bonfires had been noted on Brook Hollows.
- He had received two complaints about the rise in the Parish Council's precept. He was advised what this meant in money terms to advise back to the residents and he was given clarification on his question about the Brook Hollows Earmarked Reserve.

215.2 Councillor Sanderson reported that:

- He had asked the Clerk to report that a resident on Station Road had 'land grabbed' what was believed to be Highways grass verge. After significant discussion it was **Agreed** that the complaint be retracted as an individual incident should not be reported when there are other similar potential issues which had not been raised with Staffordshire Highways.
- The increasingly poor condition of Station Road was noted. **Agreed** that Councillor White be asked to confirm when the scheduled resurfacing works would be done.
- He had seen a report on social media suggesting that the Parish Council be asked to provide dog bins on Brook Hollows. **Agreed** that as Brook Hollows is owned by ESBC, the parish council would not provide the bins.

215.3 Councillor Badcock reported that:

- The boundary wall to the rear of The Croft had been repaired by the owners of the three residential properties at their own cost. He asked that thank you letters be sent to the three residents. **Agreed** that the thank you letters be sent.
- He had come across "Happy to Chat" benches which were now prolific around the country and beyond and he asked if the council would nominate a bench where a "Happy to Chat" plaque could be put on the bench. **Agreed.**

215.4 Councillor Sharples reported that:

- She had contacted the de Ferrers Academy and she and Councillor Badcock would be meeting with 6th Form students to talk to them about the Parish Council with a view to two Rolleston pupils being nominated as Youth Representatives on the council.
- She had been asked if an additional litter bin and lighting could be installed on the rear of The Croft. Councillors explained that there was already a bin located on The Croft and it was suggested the St Mary's PCC be contacted regarding the lighting request. **Agreed** that the lighting request be referred to the PCC for consideration.
- It had been noted that the Burnside railings, in particular one of the bridges, needed to be repainted. Councillors explained that it was unclear as to who owned the railings.

215.5 Councillor S McManus reported that:

- The Canal and River Trust clean off boundary stones, etc using a wire brush and simply repaint these on an annual basis. This avoids the need to use chemicals and detergents which might be detrimental if they entered the water. He suggested this might be an option for the Burnside railings and bridges.
- The issue with the website where the diary had disappeared had been resolved.

215.6 Councillor E McManus queried the removal of ropes being used as swings on the Jinny Trail. It was confirmed that the council had received a complaint via Stretton PC of anti-social behaviour and health and safety concerns from a resident. The ropes were being taken down on 12 April. **Agreed** that the removal of the ropes proceed but if these were to be replaced in the future consideration be given to not removing them again.

215.7 Councillor Stewart reported that:

- Logs from the Jinny Trail had been moved to the station area.
- She had provided the contact details for ESBC's Climate Change Officer to the Clerk. Councillors were asked to send any issues to the Clerk that they wished to be raised with the Officer.
- It was noted that tree works in the Jubilee Orchard had been completed to a high standard. **Agreed** that the tree surgeon be thanked for doing this work.
- It was noted that the block paving works around the benches on The Croft had made a huge visual improvement. **Agreed** that the Contractor be thanked for doing this work.

216. Financial Matters

216.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
David Ogilvie Engineering Ltd	Memorial plaque	BACS	82.75	12.80
Viking	Stationery £60.80 Postage stamps £219.98	BACS	280.78	10.71
P Gould	Mowing contract	BACS	1,171.07	0.00
Staffordshire Parish Council's Association	2022/23 Subscription	BACS	403.08	0.00
Clerk	Salary and expenses	BACS	1,161.79	0.00
SLCC	Annual subscription	BACS	144.00	0.00
ESBC	Bin emptying (1/4)	BACS	1,223.08	203.85
J Deacon	Craythorne barrier lock/unlock (March) £186.00 Environmental contract £1,019.10		2,138.70	356.45

	Benches on The Croft £364.80 Install Andy Starbuck seat £388.80 Tafflands – emergency tree works £180.00			
O2	Council mobile	DD	18.35	3.06
Clerk	Reimbursement: Lever arch files	BACS	15.98	2.66
TOTAL			6,645.57	590.53

Resolved That the above payments be approved.

216.2 Bank reconciliation as at 31 March 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	90,129.47	47,556.17	137,685.64
	LESS Expenditure	94,430.35	8,558.75	102,989.10
Funds: 31 March 2022		8,574.16	100,698.22	109,272.38

Resolved That the above was a true record.

216.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves at Year End were:

	Closing funds 31/03/2022 £	Opening funds 01/04/2022 £
Environmental improvements	3,111	3,111
Brook Hollows	50,000	50,000
Play areas	3,642	3,642
Andy Starbuck seat (donations)	351	351
Total	57,104	57,104

217. Actual income/expenditure to 31 March 2022

Resolved That the report be noted.

218. Internal Auditor's report

The report had not been received – deferred to the May meeting.

219. Annual Governance and Accountability Return (AGAR)

219.1 Section 1 – Annual Governance Statement 2021/22

Resolved: That:

219.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

219.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

219.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.

219.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

219.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.

219.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

219.1.7 The council had responded to matters brought to its attention by internal and external audit.

219.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Resolved That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2020 be approved and the Chair be authorised to sign the document.

219.2.1 **Section 2 – Accounting Statements 2021/22**

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2022 be approved and that the Chair be authorised to sign the document.

220. s106 Funds - Update

The council applied for a partial drawdown of funds for the Craythorne Road playing field fencing project on 10 January 2022 and ESBC had advised that the decision process could take up to 12 weeks to complete. The Clerk contacted ESBC's Planning Support & Local Land Charges Officer seeking confirmation on when the decision to release funds will be made. She had responded saying:

"Before, we can release the funds we have to complete an Executive Decision Record with it being S106 monies to account for its spend. The EDR is in the process of being signed off. Unfortunately, it is a lengthy process but I have chased this up again this morning and awaiting a response. The EDR accounts for the full amount of the schedule which means for future requests I will be able to raise a BACS request to release the money straightaway to the Parish Council. Once it's been signed I will let you know and release the initial funds you requested."

221. Review of Policies

222.1 **The following policies were reviewed and amended where necessary:**

- Community Engagement Policy
- Code of Practice for Handling Complaints
- Disciplinary Procedure
- Environment Policy
- Health and Safety Policy
- Openness and Transparency Policy
- Risk Management Policy
- Training Policy

222.2 Memorial Benches and Plaques Policy

Resolved That, subject to the removal of paragraph 11 from the draft policy, the Memorial Benches and Plaques Policy be approved.

223. Flooding information

The draft document was presented for consideration and Councillors requested minor amendments be made and that it be made into an A3 poster for bus shelters. Deferred to the May meeting.

224. Correspondence

224.1 NALC Smaller Councils Committee

The Chair of the Smaller Councils Committee had written to all smaller councils to inform them of the topics currently being considered and asking if there were any other topics that the Committee should be considering.

Resolved That councillors are happy with the topics currently being considered.

224.2 Staffordshire Parish Councils' Association (SPCA)

The SPCA's newsletters had been circulated to all councillors.

224.3 Communications Log

The Comms Logs had been circulated to all councillors.

224.4 Staffordshire County Council:

Statutory Consultation - CDT6627-1850, Dovecliff Road, Rolleston on Dove

Resolved That the council reiterate its preference for Option 1.

225. Exclusion of the Press and public

Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expanded 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.

226. Meadow View Play Area

Resolved That the Invitation to Tender for an extension to the Meadow View play area for younger children be approved and the Clerk was authorised to publish the required documentation on the Government's Contracts Finder website.

227. Quotations

227.1 Jinny Trail

Deferred pending discussions with Stretton PC.

227.2 The Croft: Platinum Jubilee bench (Minute No. 200 refers)

Resolved That the following quotation from J Deacon be accepted:

To install the Platinum Jubilee bench on The Croft to the same specification as the Andy Starbuck seat

Supply new block paving, concrete and stone

£350.00 plus VAT

227.3 **Platinum Orchard**

a) **Resolved** That the following quotation from Signcraft at Bretby be accepted:

1 No. 700mm x 400mm white Dibond, aluminium composite material sign panel,
complete with vinyl cut text and digital printed logo
£60.00 plus VAT

b) **Resolved** That the following quotation from J Deacon be accepted:

Supply and install 2 No. 5 x 3 wooden posts; sand, gravel and cement, dig in and fix above sign	£40.00
Labour	£72.00
£112.00 plus VAT	

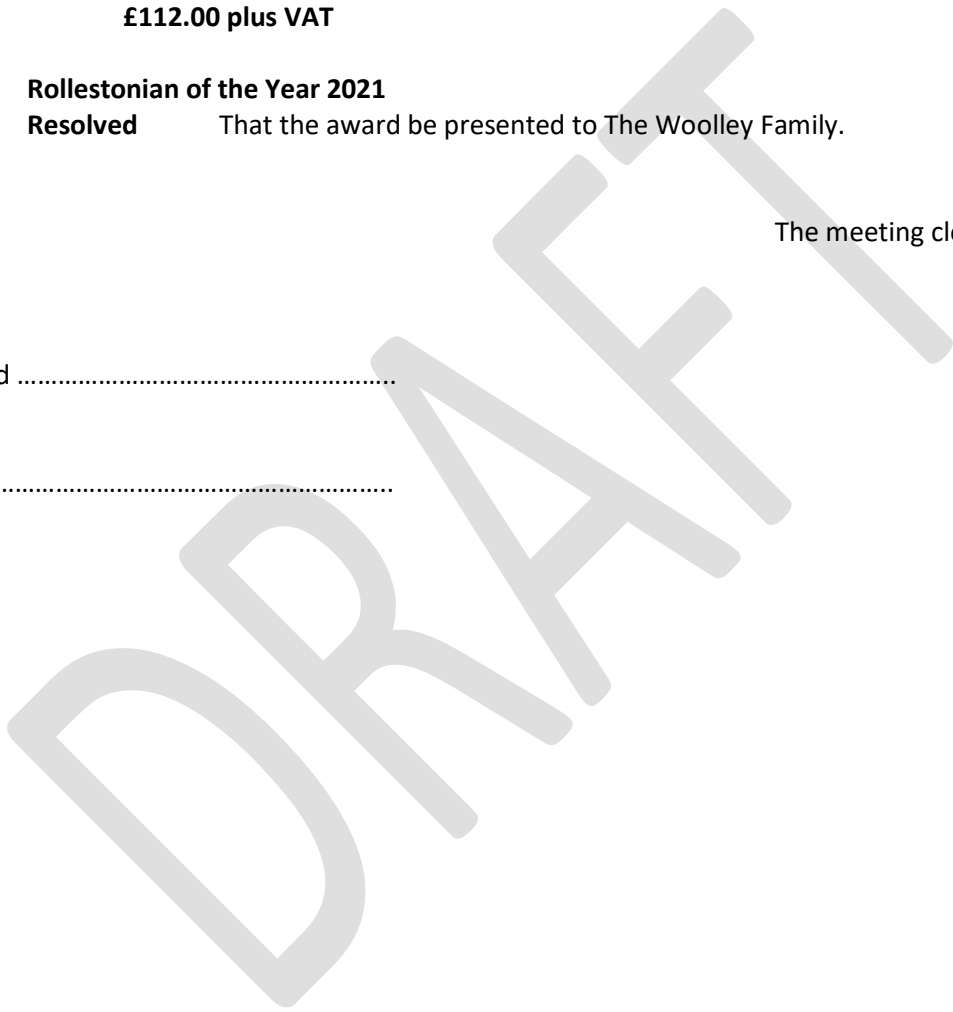
228. **Rollestonian of the Year 2021**

Resolved That the award be presented to The Woolley Family.

The meeting closed at 9.25pm

Signed

Date



TOPLIS ASSOCIATES LTD.

STREETHAY LODGE
STREETHAY
LICHFIELD
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

12 April, 2022

The Chairman
Rolleston on Dove Parish Council
c/o 32, Hillcrest Rise,
Burntwood.
WS7 4SH

Dear Councillor Stewart,

Conclusion of Internal Audit of your Parish Council For the year ended 31st March 2022

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Form 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2021-22 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Joint Panel on Accountability and Governance Practitioners Guide March 2021.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

Registered Office as above
Registered in England No 3219234

Enclosure 2

This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2021-22 is attached.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £57,104) is 0.71 years. We consider this to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter but we have taken the liberty of attaching page 38 of the Practitioners Guide 2021 which in para 5.32 gives guidance on General Reserves;

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by NALC in July 2019. The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 and contain a number of important legal changes;
3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching):

5. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2021022 and offer ourselves for re-appointment. You may use either our company name or refer to Kim Squires by name in the minutes;
6. If your council wishes to carry forward earmarked funds at the year-end these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights), the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next visit in November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Lortie". The signature is written in a cursive style with a long horizontal stroke extending to the right.

- for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.
- 5.29. In deciding whether it is appropriate to make long-term investments, the authority should follow the Guidance on local government investments issued by MHCLG with effect from 1 April 2018.
- 5.30. The authority's investment strategy will set out management arrangements for the investments held and procedures for determining the maximum periods for which funds may prudently be committed. The strategy should ensure and demonstrate that the authority has properly assessed the risk of committing funds to longer term investments and complies with legislative requirements. Long-term investments in assets whose capital values may fluctuate carry considerable risks and require active management. Investment management is a specialist area. Authorities may wish to seek independent professional assistance when developing their investment strategy.

Reserves:

- 5.31. As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.
- 5.32. General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.
- 5.33. Earmarked and Other Reserves — None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.

Annual Internal Audit Report 2021/22

SHOBNALL PARISH COUNCIL

www.shobnallpc.co.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	No Petty Cash kept		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

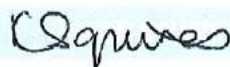
Date(s) internal audit undertaken

17/11/2021 06/04/2022

Name of person who carried out the internal audit

Toplis Associates Kim Squires

Signature of person who carried out the internal audit



Date

06/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

ROLLESTON ON DOVE PARISH COUNCIL

STANDING ORDERS

Adopted 11 March 2019
(Revised ~~05-May-2021~~09 May 2022)

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**ROLLESTON ON DOVE PARISH COUNCIL
STANDING ORDERS**
ADOPTED 11 MARCH 2019, ~~REVISED-REVIEWED 05-MAY-2023~~09 MAY 2022

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ROLLESTON ON DOVE PARISH COUNCIL
STANDING ORDERS
ADOPTED 11 MARCH 2019, REVISED-REVIEWED 05-MAY-2021 09 MAY 2022

INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in **bold** type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘ () ’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘ [] ’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

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**ROLLESTON ON DOVE PARISH COUNCIL
STANDING ORDERS**

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i to speak on an amendment moved by another councillor;

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**ROLLESTON ON DOVE PARISH COUNCIL
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- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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ROLLESTON ON DOVE PARISH COUNCIL
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3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum or if they are invited to do so by the Chair.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or

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hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- l A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- o The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

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- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a

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- sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- g **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- h **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- i Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

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- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. PUBLIC FORUM

See also standing orders 3(e)-3(j).

- a A person being a registered local government elector within the parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish Council ask a question about any matter on which the Parish Council has power.
- b Each question shall be directed to the Chairman of the meeting who may answer orally, may undertake to provide a written reply within seven days or may decline to answer.
- c Public Question time shall be limited so that no further question shall be put after 15 minutes from the commencement of the first question.
- d Members of the public will not be permitted to speak during the business part of the meeting unless invited to do so by the Chair.

8. PRESENTATION OF PETITIONS

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- a A person being a registered local government elector within the Parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish council present a petition of at least 10 signatures of local government electors living within the parish about any question on which the Parish Council has power. The petitioner may speak for two minutes.
- b Each petition shall be handed to the Chairman of the meeting who may answer orally, provide a written reply within seven days, and decline to answer or defer discussion until the next meeting of the Council.
- c A maximum of five petitions may be presented at any meeting of the Parish.

9. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 30(b), or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

10. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.

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- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

13. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

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- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

14. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 14(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

15. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting

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rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council or committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 15(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 15(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the council's area;**
or
 - iii. **it is otherwise appropriate to grant a dispensation.**

16. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 16(d).

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- c The council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

17. PROPER OFFICER

- a The Proper Officer shall be the clerk or (ii) an elected member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. ensure that every councillor's register of interests is supplied to the Borough Council;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the council's Data Protection Officer (where one has been appointed);
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the

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- requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 26);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the council within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 26).

18. DELEGATION OF AUTHORITY

- a The council will delegate authority to the Clerk in consultation with the Chair and Vice-Chair (or other councillors should one or the other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the COVID-19 outbreak, informed by consultation with members of the council. All decisions to be minuted appropriately. Delegated authority to cease upon the first face-to-face meeting of the council.

19. RESPONSIBLE FINANCIAL OFFICER

- a The Clerk will act as the Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the council.

20. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor at every meeting of the council a statement to summarise:
 - i. the council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

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- i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least seven days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

21. FINANCIAL CONTROLS AND PROCUREMENT

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 21(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website (www.gov.uk/contracts-finder) regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the

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- council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

22. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Finance committee is subject to standing order 13.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of or, if he is not available, the vice-chairman (if there is one) of the council of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman, shall upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the council, or in his absence, the vice-chairman of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by

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resolution of council.

- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(f).

23. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**
- b **The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

24. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list)

See also standing order 13.

- a **The council may appoint a Data Protection Officer.**
- b **The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

25. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

26. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 17(b)(xii) and (xvii).

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- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 26(a), any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**
The above is applicable to a council without a common seal.

27. COMMUNICATING WITH BOROUGH AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the council.

28. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a ~~Unless duly authorised no councillor shall:~~
 - i) ~~issue orders, instructions or directions~~
 - or
 - ii) Inspect any land and/or premises which the council has a right or duty to inspect.

29. YOUTH REPRESENTATIVES AT PARISH COUNCIL MEETINGS

- a The Parish Council shall have a maximum of two Youth Representatives. It will annually co-opt one Youth Representative who will then serve for a maximum period of two years.
- b The Youth Representatives must have their principal place of residence in the Parish of Rolleston on Dove at the time of co-option and throughout their period of office. If either of the Youth Representatives should change his/her place of residence to a location out of the Parish of Rolleston on Dove, he/she will be required to resign forthwith and the vacancy shall be filled by co-option at a subsequent Parish Council meeting.
- c Youth Representatives must be under 18 years old and over 14 years old at the time of co-option.
- d The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the principal High School serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the School.
- e Youth Representatives will be invited to all meetings of the Parish Council but will have to leave when the Press and Public are excluded. They will have the right to place items on the Agenda, to speak on all items and to receive, in advance of meetings, Minutes and documents for all items. They will not have the right to vote.

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- f A Youth Representative may be removed from office by a majority vote of the Council on a "resolution moved on notice" in accordance with Standing Order 9 and shall be subject to the Council's Standing Order 2 concerning "disorderly conduct".

30. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1.0	11/03/2019	Original document adopted by the council
1.1	09/03/2020	Page 10, SO 7 Planning Applications: Consideration outside of normal meeting schedule removed and remaining SOs renumbered
1.2	11/05/2020	Addition of "Delegation of Authority" as SO 18, remaining SOs renumbered
1.3	05/05/2021	Minor amendments to correct cross references throughout the document.
<u>1.4</u>	<u>09/05/2022</u>	<u>SO 28 amended to reflect text in NALC's Model Standing Orders</u>

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**ROLLESTON ON DOVE PARISH COUNCIL
ANTI-FRAUD AND CORRUPTION POLICY**

1. Statement of Intent

- 1.1 In carrying out its functions and responsibilities Rolleston on Dove Parish Council (“RPC”) will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office or employment with RPC. The principles contained in the Order are detailed in Appendix A.

Consequently, RPC recognises and accepts the need for an Anti-Fraud and Corruption Policy.

RPC will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside RPC.

- 1.2 Fraud and corruption are defined as follows:

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs. The policy is presented in six areas as follows:

Section 2: Culture

Section 3: Prevention

Section 4: Deterrence

Section 5: Detection and Investigation

Section 6: Awareness and Training

2. Culture

- 2.1 RPC promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

- 2.2 RPC will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud RPC or who are corrupt or who instigate financial

malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter.

- 23 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

3. Prevention

3.1 Role of Elected Members

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect RPC from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, RPC's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the Borough Council's Monitoring Officer.

3.2 Role of Officers and Employees

3.2.1 Officers

Officers are responsible for the communication and implementation of this Policy in their respective work areas. They are also responsible for ensuring that employees are aware of RPC's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Officers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated to the Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

RPC recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. RPC has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition, where appropriate, the relevant DBS checks will be undertaken for employees who will be required to work with children or vulnerable people.

3.2.2 Employees

The work of employees is governed by RPC's Standing Orders and Financial Regulations and other relevant policies, i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their line manager particularly with regard to the safekeeping of RPC's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace. Concerns must be raised through use of RPC's Whistle Blowing Policy.

33 Conflicts of Interest

Elected Members must act as laid down in the Code of Conduct and employees must act in accordance with parish policies to ensure that they avoid situations where there is a potential for a conflict of interests. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

34 Role of Internal Audit

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of RPC's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent RPC from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

35 Role of External Audit

The external auditor has a responsibility to review RPC's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests are reported each year in the Annual Return which is presented to elected Members for approval at Council.

4. Deterrence

4.1 Fraud, corruption and theft are considered to be serious offences against RPC and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly, any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against RPC or have otherwise acted illegally.

- 43 RPC will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.
- 44 In all proven cases where financial loss has occurred and it is in the public's interest to do so RPC will seek to recover such loss and will give consideration to publicising the fact.
- 45 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of RPC's commitment to taking appropriate action on fraud and corruption when it occurs.

5. Detection and Investigation

- 5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.
- 5.2 In addition, it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and RPC's Whistle Blowing procedure has been designed specifically to address this matter.
- 5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.
- 5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.
- 55 Investigations will normally be conducted by the Clerk and reported to the Chairman who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to RPC's external auditor.
- 56 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.
- 57 Where necessary, following the investigation, RPC's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

6. Awareness and Training

- 6.3 RPC recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.
- 6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of RPC's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7. Conclusion

RPC has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. RPC is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that RPC's exposure to potential fraud and corruption is minimised and that the results of this review are reported to the Council.

Adopted: 08 April 2019

Reviewed: 09 May 2022

Next review: May 2023

APPENDIX A

THE GENERAL PRINCIPLES

Selflessness

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

**ROLLESTON ON DOVE PARISH COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2022/23**

1. Subsistence / Mileage Rates:

Motor Mileage Rates*	
All cars and vans	45p per mile (first 10,000 miles)
	25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
Subsistence Rates**	
Allowance Period	Maximum Payable
Breakfast (before 11 am)***	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Tea (between 3 pm and 6 pm)	£3.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
Public Transport	
Reimbursement of public transport fares (2 nd class or economy class only)	

*HMRC Approved Mileage Allowance Payments

**The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

***May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time



Rolleston on Dove - Flooding Information

Locations of sand bins, sand bags and flooding signs for use in the event of flooding

At the Junction of Brook Hollows and Anslow Lane
On Brookside

At the Station Road end of the footpath leading from Meadow View to Station Road

At 210 Station Road (signs only)



Useful contact details

Organisation	Telephone (office hours)	Telephone (out of hours)	Online
Flood line	0345 988 1188	0345 988 1188	https://flood-warning-information.service.gov.uk/warnings
Environment Agency	0370 850 6506	0370 850 6506	https://www.gov.uk/government/organisations/environment-agency
ESBC	01283 508000	01283 517111	http://www.eaststaffsbc.gov.uk/emergency-planning/flooding
SCC	0300 111 8000	0300 111 8000	https://www.staffordshire.gov.uk/Highways/flooding/Home.aspx
Fire & Rescue Service	Burton Community Fire Station 01785 898070 Emergency 999	Burton Community Fire Station 01785 898070 Emergency 999	
Police	Burton Police Station 0300 123 4455 Emergency 999	Burton Police Station 0300 123 4455 Emergency 999	
Ambulance Service	General enquiries 0115 884 5000 Emergency 999	General enquiries 0115 884 5000 Emergency 999	
Trent & Dove Housing	01283 528528	01283 528528	https://www.trentanddove.org/contact-us/
South Staffs Water	0800 389 10 11	0800 389 10 11	https://www.south-staffs-water.co.uk/incidents/in-my-area
Severn Trent Water	0800 783 4444	0800 783 4444	https://www.stwater.co.uk/help-and-contact/contact-us/
Electricity	0800 6783 105	0800 6783 105	https://www.westernpower.co.uk
Gas	0800 111 999	0800 111 999	https://cadentgas.com/contact-us
Telecommunications	0800 023 2023 (option 1)	0800 023 2023 (option 1)	https://www.openreach.com/help-and-support/damage-health-and-safety
Parish Councils	Rolleston on Dove Parish Council Clerk: 07908 545412 rollestonpc@outlook.com	Tutbury Parish Council Clerk: 07486 406045 tutburyparishcouncil.co.uk	Stretton Parish Council Clerk: 01283 537939 stretton-pc.gov.uk

Climate Change and Sustainable Development

Draft Supplementary Planning
Document



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1. Introduction and background

- 1.1 East Staffordshire Borough Council declared a climate emergency in August 2020 with a pledge to make the Council's actions and operations climate neutral by 2040.
- 1.2 The Council intends to:
 - Reduce energy consumption and emissions from our own activities
 - Promote green travel and transport
 - Protect and enhance our environment
 - Improve air quality
 - Reduce fuel poverty
 - Reduce waste
 - Promote sustainable development
- 1.3 The Climate Change Action Plan identifies the development of a Climate Change SPD which will, once adopted be material consideration in the determination of planning applications to provide high quality sustainable development that minimises the adverse impacts of climate change.
- 1.4 In February 2022 ESBC also made a Nature Recovery declaration, identifying that nature is in long term decline. The nature recovery declaration seeks to embed nature's recovery into all strategies and policy areas, and ensure that measures to mitigate climate change are in keeping with the principles of nature recovery. Further information on the ESBC Climate Change and Nature Recovery declarations can be found on the East Staffordshire Borough Council website.

2. Legislation and national policy

- 2.1 The Climate Change Act 2008 set a legally binding target to reduce the UK's greenhouse gas emissions by at least 80% in 2050 from 1990 levels. In 2019 this was amended (by The Climate Change Act 2008 (2050 Target Amendment) Order 2019) to a 100% reduction from 1990 levels by 2050- in other words, to net zero carbon.
- 2.2 Specific to planning, Section 19 of the Planning and Compulsory Purchase Act 2004 states that: "Development plan documents must (taken as a whole) include policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to climate change."
- 2.3 The NPPF 2021 in paragraphs 153 – 158 sets out how policies and decision making should consider climate change.
- 2.4 Along with the new NPPF, the government has also published its carbon reduction strategy "Build Back Greener" October 2021. This document sets out the government's intention to use policy incentives and new technologies to decarbonize the economy across all sectors.

- 2.5 The document re-emphasizes the government’s commitment to a UK net zero economy by 2050 with intermediate targets for each sector such as transport, manufacturing and energy production between then and now. Many of these initiatives are relevant to planning, such as the ending of installation of gas boilers in new homes by 2025, the encouraging of lower carbon technologies such as district heating systems and the need to develop the infrastructure to support electric vehicles as petrol and diesel vehicles are phased out.

3. What is an SPD?

- 3.1 An SPD is a document which adds further detail to the policies in a Local Plan.
- 3.2 An SPD can be used to provide further guidance for development on specific sites, or on particular issues such as, in this case, climate change.
- 3.3 SPDs can be material consideration in planning decisions.
- 3.4 There are legal and national policy limits on what a Supplementary Planning Document can do.
- 3.5 **SPDs are guidance on policies which are already in place, they can’t create new policy.** For example, legislation does not permit an SPD to allocate land for any purpose, **nor can this document introduce a new ‘burden’ (for example, a financial burden) on development which is not already covered in the Local Plan.**
- 3.6 Because of this, the Climate Change SPD does not introduce any specific new targets or requirements that developments meet a particular standard. However, where national standards are in place, developments are expected to meet these.

4. Consultation

- 4.1 This draft SPD will be subject to a 6 week consultation period between May and June 2022.

5. Policies in the Local Plan

- 5.1 This SPD is part of the Council’s response to the climate emergency but its key purpose is to offer guidance on the following policies in the East Staffordshire Local Plan:
- Strategic Policy 23: Green Infrastructure
 - Strategic Policy 27: Climate Change, Water Body Management and Flooding
 - Strategic policy 28: Renewable and Low Carbon Energy Generation
 - Strategic Policy 35: Accessibility and Sustainable Transport

- Detailed Policy 2: Designing in Sustainable Construction
- 5.2 This draft document takes each overarching policy topic and provides some guidance on how the policy requirements can be met.
- 5.3 The draft Climate Change SPD should be read alongside ESBC’s other SPDs and guidance documents. For example, those on tree planting, parking and design are likely to be relevant, as is the Natural England biodiversity metric and forthcoming (as of 2022) national and Borough biodiversity guidance. This is to ensure that proposed developments take into account all relevant requirements and take a joined-up approach to climate change mitigation and nature recovery.
- 5.4 On adoption, this SPD will contain a checklist for applicants to help evaluate the proposal’s contribution to reducing climate change and mitigating its effects.

6. Green Infrastructure

- 6.1 Green infrastructure (GI) is a term used to describe a network of multi-functional green spaces. This network of both public and privately owned land and water supports native species, maintains natural and ecological processes, sustains air and water resources (sometimes separately identified as “Blue Infrastructure”), and contributes to the health and quality of life of people and communities.
- 6.2 The Local Plan identifies the growth proposed in the Borough as an opportunity to plan for a green infrastructure network, serving the needs of both rural and urban communities and strengthening the links between them. This will also help to contribute to the objectives of Local Plan Strategic Policy 29 Biodiversity and Geodiversity.
- 6.3 The goals of growing the green infrastructure network in the Borough, nature recovery, and climate change mitigation, especially through carbon capture, are inextricably linked. Applications which seek to improve one of these elements should indicate how they also benefit the others.

What does the policy aim for and how can this be achieved?

- 6.4 Strategic Policy 23 aims to see developments contribute to the creation, enhancement and ongoing management of Green Infrastructure. This can be achieved through a variety of ways:
- Green infrastructure should be considered at the earliest stages of design. For large scale development, applicants are encouraged to seek early engagement with stakeholders such as the National Forest, Staffordshire Wildlife Trust and the Borough Council open spaces team to seek advice on maximizing the GI value from the site and ensure sufficient consideration has been given to the long-term maintenance of the space
 - Design GI to build in biodiversity net gain¹

¹ In accordance with paragraph 174 of the NPPF 2021 and the Environment Act 2021

- Integrate existing and new natural features into a multifunctional green infrastructure network.
- Proposals for green infrastructure should ensure that the location, materials, scale and use of green infrastructure is sympathetic and complements the landscape character. For example, increasing the mosaic of habitats, including grasslands and woodland.
- Prioritise native planting that provides habitat for local wildlife.
- Prioritise native tree planting in the national forest area
- Where possible, transitional habitats should be created between woodland and grasslands to increase the diversity of microclimates and habitats for species, an important feature for climate change adaptation
- Tree lined streets as set out in national Planning Practice Guidance

6.5 For smaller scale developments applicants are encouraged to consider the following:

- Green front gardens
- Pick trees that are climate resilient²
- Natural SuDS features where possible
- Increase green cover as much as possible
- Permeable paving
- A range of habitats such as wildflower meadows, grassland and woodlands
- Features which encourage connectivity for biodiversity such as hedgehog highways, bee bricks, sparrow terraces; and
- Restoration of hedgerows and other features such as ponds

7. Water Management

- 7.1 The most obvious effect climate change is likely to have on East Staffordshire is to increase the potential for flooding in certain parts of the Borough due to the greater incidence of sudden, extremely heavy episodes of rainfall forecast for the future.
- 7.2 ESBC Local Plan Strategic Policy 27 sets out detailed policy on water management and Climate Change.
- 7.3 Much of the built-up area of Burton upon Trent lies within areas at risk of flooding limiting new development to areas not at risk severely curtails the options open for the growth of Burton on Trent town and

² Guided by the Staffordshire County Council Tree Toolkit 'Right Trees, Right Place'

similarly for Uttoxeter.

- 7.4 In line with national policy, the first preference should be to avoid development in flood risk areas. Where development is necessary in such areas, development should be made safe for its lifetime without increasing flood risk elsewhere, and buildings and their surroundings should be constructed to avoid being flooded (e.g., by raising above the design flood level). Flood resistance and resilience measures should not, however, be used to justify development in inappropriate locations, or development which harms the character of the landscape, as set out in Planning Practice Guidance
- 7.5 Where site-specific flood risk assessments are required, they should consider all current and future sources of flooding and the impacts of climate change. Typical allowances for climate change are found in EA guidance.

What does the policy aim for?

- 7.6 Alongside the national policy requirements, the policy expects all relevant new development to incorporate SuDS.

What are SuDS?

- 7.7 SuDS are an approach to managing surface water (rainfall runoff) which mimic the natural processes of attenuation, infiltration and evapotranspiration. SuDS comprise a sequence of management practices, control structures and strategies which are designed to drain surface water efficiently and sustainably, whilst also minimising pollution and managing the impact on the water quality of local water bodies. SuDS provide a wide range of opportunities to enhance the biodiversity, landscape and amenity value of a site ensuring that multiple benefits of the surface water drainage strategy are fully realised.
- 7.8 Applicants are encouraged to review the Staffordshire SuDS handbook prior to submitting an application. Any planning application must be accompanied by the SUDS handbook checklist.³
- 7.9 For smaller developments:
- Rainwater attenuation
 - Raised sockets and electricals
 - Flood Damage resistant materials
 - Permeable paving
 - Green roofs and walls

8. Renewable and Low Carbon Energy

What does the policy aim for?

³<https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Documents/SuDS-Handbook.pdf>

- 8.1 Renewable and low carbon energy networks allow for the decarbonisation of domestic energy use by reducing reliance on fossil fuels, and extracting energy from sources such as the sun, air and waste. These community and micro generation opportunities reduce CO2 emissions, and also can mean savings on energy bills.
- 8.2 The policy is positively worded towards renewable energies however the guidance below sets out some considerations for applicants:
- 8.3 District heat networks – District heating is the supply of heat to a number of buildings from a central heat source (energy centre) through a network of insulated pipes and heat exchangers. Where possible, homes and buildings should connect to an existing or planned local carbon district heat network. One of the main constraints to district heating is the need to identify a sufficient heat demand density. District heating schemes are however more viable in new developments due to the lower cost of civil works on new sites. Depending on the heat source technology, this can be a carbon efficient means of energy supply, compared to individual heating systems. The most efficient heat source technologies include combined heat and power engines (CHP), biomass boilers or heat pumps. District heating is beneficial for new development sites and in areas where there is a high energy demand.
- 8.4 Consideration needs to be given to the installation of the pipe networks and the potential impact on local landscape and biodiversity.

Renewable Energy

- 8.5 ESBC Strategic Policy 28 sets out requirements for renewable and low carbon energy generation. Detailed Policy 2 requires new development to incorporate a high standard of sustainable construction in new development. Greater contributions to climate change mitigation are expected for major and strategic development. **If sustainable construction and energy usage during construction and operation is not demonstrated, off-site contributions can be required.**
- 8.6 Solar technologies - Solar technologies such as photovoltaic (PV) panels and solar thermal units can be easily installed on new and existing buildings, though care must be taken to minimize their visual impact. PV panels produce electricity from sunlight and can either be mounted or integrated into the roofs or façades of buildings or used freestanding on the ground (e.g., PV farms). Solar thermal units heat liquid which is transferred to a building's hot water system using a heat exchanger.
- 8.7 Heat pumps – A heat pump transfers energy in the form of heat from one place to another. This can be from either the air, ground or water. Air Source Heat Pumps require a heat exchanger to be located on the outside of a building. This will need to be carefully considered in terms of impact on listed buildings and conservation areas, and also impact of noise on neighbours. Ground Source Heat Pumps require pipes to be buried horizontally or vertically in the ground by at least 2m.
- 8.8 Any negative impacts on visual impact, local landscape and biodiversity must be adequately mitigated when planning to use ground source heat pumps. Water Source Heat Pumps are less common but can obtain

heat energy from the bottom of a pond or reservoir. Again, the impacts on biodiversity need to be carefully considered.

- 8.9 Wind turbines – Wind turbines use the wind to rotate blades and generate electricity and usually comprise a tower, blades, a generator and a transformer. Small-scale turbines can be mounted to new and existing buildings. Consideration should be given to available wind speed and direction, as well as impacts in terms of noise, trees, local ecology and impact on local landscape and historic environment.
- 8.10 Hydropower – Hydropower is energy harnessed from falling or fast-flowing water. Opportunities exist wherever a stream runs down a hillside, a river passes over a waterfall or weir, or a reservoir discharge back into the river. Careful consideration should be given to the impact of a hydropower development on the local landscape, ecology and historic environment.
- 8.11 Biomass boilers – Biomass boilers and wood fuelled heating systems use logs, woodchip and wood pellets as a fuel alternative to oil and gas. Consideration needs to be given to potential disturbance to protected species (e.g. bats in chimneys/roofs), the impact of chimneys or flues, type of flue, any restrictions in terms of smokefree zones, storage of fuel, and the impact on local air quality.
- 8.12 Anaerobic digestion – Anaerobic digestion is the process where natural matter (e.g. agricultural manure and crops) decomposes in a sealed tank to produce biofuel which can then be used as a fuel for heating or to generate electricity. Key considerations are access, storage of natural matter, and the potential for impacts on landscape, ecology and the historic environment.

9. Sustainable Travel and Active Travel

- 9.1 The Local Plan aims to see developments link to sustainable transport links, green infrastructure and walking and cycling opportunities.
- 9.2 Nationally there is a move towards 20-minute neighbourhoods especially since the COVID-19 pandemic put a spotlight on the importance of the liveability, recreation opportunities and active travel potential to work and amenity locations in local areas.

How can this be achieved?

- 9.3 Applicants are encouraged to consider whether the location and design of a scheme will allow people to meet their everyday needs within a 20-minute walk or cycle. This emphasises a hierarchy of transport types, prioritising walking and cycling and other forms of active travel.
- 9.4 Developing schemes in such a way presents multiple benefits including boosting local economies, improving people's health and wellbeing, increasing social connections in communities, and tackling climate change.
- 9.5 This can be achieved by considering the following:

- Incorporate traffic tree or traffic calmed routes

- Avoiding the need for traditional traffic engineering measures by drawing inspiration from narrow, terraced and attractive streets
 - Constrained street widths consistent with Manual for Streets.
 - Short street lengths, responding to changes in building line.
 - Reduced forward visibility through arrangement of streets.
 - Visual narrowing of carriageways through edge treatments.
 - Buildings close to footway, without large setbacks.
 - Avoiding cul-de-sacs and providing well connected and legible streets with designs that respond to their function.
 - Providing car clubs and reduced levels of car parking in locations where car ownership may be low, and public transport opportunities can be maximised
 - Incorporating 'no-through streets' for cars in residential areas, with prioritised access for people walking and cycling
 - Providing dedicated traffic-free walk and cycle routes to key destinations such as schools, shops and leisure facilities
 - Providing safe, secure and convenient cycle parking in residential development, as well as in key destinations
 - Particular consideration should be given to the need for secure storage of electric bikes and charging points
 - Supporting enhanced bus frequencies and off-site priority measures, such as priority at signals and bus lanes, from day one of occupation.
 - Delivering bus priority within sites, and work with bus operators to ensure the geometry of routes is suitable and stops are well located and designed
- 9.6 All of the above should be undertaken with a view to ensuring that both crime and the fear of crime is designed out as much as possible, to ensure that walking and cycling are safe and enjoyable.

10. Design of new build

- 10.1 In October 2019, the Government proposed changes¹⁴ to Building Regulations in order to make progress towards meeting the 2025 Future Homes Standard and the UK's 2050 net zero target.
- 10.2 The proposals would require homes built from 2020 to produce 20-31% less carbon dioxide than a home built to the 2013 Part L Building Regulations and for homes built from 2025 to require around 75-80% less carbon dioxide emissions than 2013 Part L.
- 10.3 Until the Future Homes Standard is introduced, applicants are encouraged to consider a number of energy efficient measures that will contribute towards meeting carbon emission targets.

- 10.4 One option is securing a BREAM 'Good' or 'Excellent' rating for new development.
- 10.5 Similarly, Modern Methods of Construction (MMC) could be utilised for some new builds where appropriate. Using pre-fabricated parts and a modular design, often including timber framing, reduces construction time and can enhance the sustainability of development.
- 10.6 Principles of low carbon design:

RIBA in their technical guide Principles of Low Carbon Design and Refurbishment⁴ set out some basic principles for low carbon energy design. These are:

- Understand energy use in the building type

It is vital to understand the likely breakdown of energy use for a building, both by fuel type and end use. This allows design to minimize the most significant sources of emissions. The pattern of energy use, not just annual totals, is important when considering integrating renewable energy technologies
- Use the form and fabric of the building to do the work

New buildings should minimize demand for use of services such as heat and lighting. Low carbon buildings should exploit useful solar and internal heat gains (from people, equipment, etc.) to satisfy as much of the heat demand as possible, but exclude unwanted solar gains when they may lead to overheating
- Focus on insulation and air tightness

To do this it is important to understand the heating and cooling balance of the building. Generally, the design of a dwelling will focus on keeping heat in and making use of heat gains, while the design of an office will focus on keeping the building cool, especially in summer.
- Use high efficiency building services with low carbon fuels

The remaining energy demand should be met with fuels that are the most carbon efficient (for example reducing the need for gas boilers) and ensure that heating controls are as responsive as possible.
- Use renewable energy systems

Low carbon buildings should draw on renewable energy sources wherever feasible and cost effective to provide heat and power

⁴ [RIBA 2030 Climate Challenge resources](#)

within the building.

- **Manage energy within the building**

Low carbon design is not enough, low carbon operation is also needed. New development should ensure appropriate metering and energy management systems are in place, and that the occupants are well-informed about how the building and its services are intended to be used.

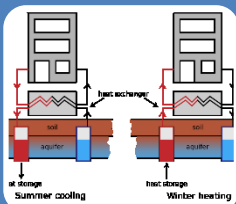
11. The energy hierarchy

11.1 The Energy Hierarchy is a way of looking at energy solutions, prioritised to assist progress towards more sustainable options. Wherever possible development should look to solve issues from the top of the hierarchy, rather than steps further down, which have more impact on climate change.



Energy Saving

- Design to reduce consumption
- Switch off to eliminate waste



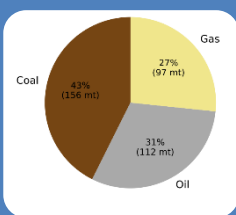
Energy Efficiency

- Design to reduce heat loss and maximise solar gain where possible
- Better appliances lower energy loss



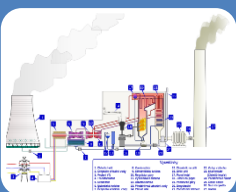
Renewables

- Design building services to use renewable technology such as ground source heat pumps and solar



Low emission

- Use the lowest carbon energy sources for building energy requirements
- Consider carbon capture potential



Conventional

- Sources of last resort
- Offset to compensate

12. Key local plan policies

STRATEGIC POLICY 28

Renewable and Low Carbon Energy Generation

The Council will promote and encourage all technologies and types of renewable and low-carbon energy generation, appropriate to the location in the Borough. This includes schemes that:

- form part of proposed new developments (including stand-alone schemes);
- are incorporated into existing developments; and
- are community-led initiatives.

The Borough Council will encourage technologies that provide the greatest renewable energy generation and carbon savings, whilst recognising the need to balance adverse impacts and location restrictions.

The Borough Council will prepare a Supplementary Planning Document with advice on the types of renewable energy technology and low carbon design that may be most appropriate in the different types of location in the Borough.

Opportunities where development can draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers will be encouraged.

To encourage the development of local wood fuel markets, which will, in turn, make it more viable for the woodlands of The National Forest to be brought into management, the Council will support the development of wood fuel systems which take advantage of the abundance of local woodland thinnings. Applicants will be expected to demonstrate that fuel is being sourced as locally as possible to the installation with an expectation that fuel is to be sourced from within The National Forest.

Renewable and Low-Carbon energy generation applications will be approved if their impacts are (or can be made) acceptable. Therefore all applications are subject to the following considerations:

- the degree to which the scale and nature of a proposal reflects the capacity and sensitivity of the landscape, townscape, natural, historical and cultural features and areas to accommodate the development
- the degree to which the developer has demonstrated any wider environmental, economic, and social benefits of a scheme as well as to how any adverse impacts have been minimised (e.g. visual intrusion, noise or odour). This includes wider benefits arising from clean energy supply, reductions in greenhouse gas and other

polluting emissions, and contributions towards meeting national targets for use of renewable energy sources

- the proximity to, and impact on, transport infrastructure and the local highway network
- the impact on designated sites of European, national, regional and local biodiversity and geological importance
- the impact on relevant heritage assets
- the impact on residential amenity

In assessing whether or not adverse impacts are satisfactorily addressed, the Council will also take into account cumulative impacts.

DETAILED POLICY 2

Designing in Sustainable Construction

The Council actively encourages the design and delivery of low carbon buildings and will permit energy improvements to existing buildings subject to the other policies in this Plan, particularly protecting the amenity of neighbours.

It is expected that development will:

- follow the energy hierarchy of designing out energy demand from the outset, incorporating energy efficiency measures and introducing low carbon energy supply,
- incorporate the best environmental practice and construction techniques in line with the Governments zero carbon buildings policy
- use appropriate materials, form, orientation and layout of buildings to maximise the benefits of passive solar heating, cooling, lighting and natural ventilation;
- incorporate facilities to minimise the use of water and the creation of waste, and which maximise opportunities for recycling;
- incorporate ecologically sensitive design and features for biodiversity early on within a development scheme, following guidance in 'Biodiversity by Design' or future revisions;
- where appropriate prepare Site Waste Management Plans to ensure that at least 25% of the total minerals used derive from recycled and reused content;

- aim to reduce predicted carbon emissions through the generation of decentralised and renewable or low carbon energy generation where practicable;
- where on site renewable or low carbon energy generation is not practical, a contribution towards an off-site renewable energy or carbon reduction scheme will be acceptable;

In developments large enough to make such systems feasible, the viability of decentralised energy systems such as combined heat and power and community heating systems based on renewable and low-carbon energy should be explored. District or shared energy schemes between neighbouring developments, new or existing, will be considered positively.

Where a planning application is submitted that involves an extension to an existing building, or the demolition and re-building of an existing building, the Council will expect those requirements above that are appropriate to the scale of development to be met where it is feasible and reasonable to do so.