

MIDDLETON PARISH COUNCIL

LOCAL PROCEDURES

These local procedures are supplementary to Standing Orders, and replace previous versions. In the event of any conflict Standing Orders take precedence. Local Procedures are to be reviewed at the annual meeting of the Parish Council

Local Procedure 1/2016

Complaints Procedure - Code of Practice

Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedure or administration in writing to the Parish Clerk.
2. If the complainant does not wish to put the complaint to the Parish Clerk, they may be advised to put it to the Chair of the Council.
3. The Parish Clerk shall acknowledge the receipt of the complaint and advise the complainant when the Council will consider the matter.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. Chair to introduce everyone.
8. Chair to explain procedure.
9. Complainant (or representative) to outline grounds for complainant.
10. Members to ask any questions of the complainant.
11. If relevant, the Parish Clerk to explain the Council's position.
12. Members to ask any questions of the Parish Clerk

13. Parish Clerk and complainant to be offered opportunity of last word (in this order)
14. The Parish Clerk and the complainant be asked to leave the room while Members decide whether or not the grounds of the complaint have been made. (If a point of clarification is necessary, both parties be invited back)
15. Parish Clerk and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Local Procedure 2/2016

Delegation of Authority to Clerk – Highways Issues and Street Furniture

1. At the request of Members or members of the public the clerk is authorised to report to the relevant statutory body any of the following matters:
 - potholes in the highway, damage to roads and pavements
 - footpath issues
 - failed bulbs, out of phase lamps, issues with illuminated signage
 - damaged or obscured street furniture and signage
 - grit bins that require refilling
 - failure of or issues arising from street sweeping/gully emptying
 - blocked or damaged gullies
 - failure of or issues arising from verge cutting
 - issues regarding playing fields
2. The Clerk will report to Chair, or if unavailable the Vice Chair, details of action taken within two working days, and give details in the Clerk's Report for the next meeting.

Local Procedure 3/2016

Urgent Business

1. Wherever possible urgent business will be discharged by holding an Extraordinary Meeting of the Parish Council. The Council recognises that on rare occasions very urgent decisions will need to be taken in order to discharge business
2. Where an urgent decision needs to be taken between meetings the clerk is delegated to act upon behalf of the Council in order to discharge such business in a timely manner, following discussion with two Councillors including the Chair (or Vice Chair in the Chair's absence).
3. The matter will be brought to the agenda of the next meeting to enable approval by full Council of the action taken and to allow the matter to be recorded in the minutes.

Local Procedure 4/2016

Routine Expenditure – Clerk

1. The Clerk is authorised, subject to not exceeding budgeted amounts, to spend up to £250 per calendar month without prior authority in the routine discharge of the business of the Council including stationery, consumables, postage, communication, equipment servicing, travel and similar items.
2. Requests for additional/replacement items of office machinery or equipment, valued at £25 or greater must be pre-approved by Council.

Local Procedure 5/2016

Servicing of Equipment

1. All powered equipment owned or operated by the Parish Council will be serviced in accordance with the procedures laid down and within time periods specified by the manufacturer.
2. It is the responsibility of the clerk to ensure that equipment is submitted for servicing.
3. The Parish Council, at its annual meeting will review the servicing records of equipment.

Local Procedure 6/2016

Notices and Posters

1. The Clerk is delegated, to place upon Parish Notice Boards such posters and notices as are received from statutory bodies, and such others of a routine nature. The Clerk will report all such posters and notices in the Clerk's Report.
1. The Council reserves the right to display only those posters or notices it sees fit or has the space for. The Council's decision is final.
2. Non-routine posters will be referred to Council for approval prior to display, or if necessary through the Urgent Business Procedure.

Local Procedure 7/2016

Open Forum

1. To facilitate public participation at Meetings a period of up to 15 minutes will be set aside to enable members of the public to bring questions or concerns to the attention of the Council.

Local Procedure 8/2016

Planning Local Procedure

Planning applications/amended plans

1. Clerk receives planning application notification from Planning Authority.
2. Clerk advises Chair and ascertains whether an Extraordinary Meeting is required. The Planning Authority may be asked if it is possible to extend the consultation period as appropriate.
3. Clerk adds the application to next appropriate agenda and emails the notification to all members.
4. At the meeting of the Parish Council planning matters are considered and the position of the Parish Council is resolved.
5. The Clerk forwards the Parish Council's comment to the planning authority as soon as possible after the meeting, and in any case before the close of the consultation period (or agreed date with the Planning Authority). To prevent any ambiguity the response should use the wording of the minute.

Notified outcomes

1. Clerk receives weekly notification of planning outcomes
2. Clerk forwards weekly notification of planning outcomes to members

Attending Meetings of the Planning Authority

1. If members of the Parish Council wish to attend a planning authority meeting as representatives of the Parish Council authority must be sought through the passing of a resolution at the Parish Council meeting prior to the Planning Authority meeting.
2. The Parish Clerk will notify the planning authority of the Parish Council's intention and register speakers/attendees as appropriate. The Parish Clerk may attend to represent the views of the Parish Council with prior authority.
3. Members attending as representatives of the Parish Council may speak on behalf of the Parish Council but their speech must not extend further than the minuted position of the Parish Council.
4. Prior to the meeting representatives should acquaint themselves with the position by liaising with the Parish Clerk who will supply copies/background/notes as appropriate.
5. To avoid ambiguity members should clarify to the meeting of the planning authority the capacity in which they are attending, for example; "I am a Parish Councillor for Middleton by Wirksworth and I am speaking as a representative of the Parish Council..."

6. Members attending meetings of the planning authority in a personal capacity are advised – for the avoidance of doubt – to ensure their position is unambiguous to their audience.

Planning Authority Site Meetings

7. The Clerk receives a planning authority notification of a site meeting
8. The Clerk notifies the Chair and all members. Note: there is usually a very short time between notification and site meeting.
9. Any member who wishes to attend a site meeting may do so but to avoid ambiguity members must, (if speaking) clarify the capacity in which they are attending, for example; “I am a Parish Councillor for Middleton by Wirksworth and I am speaking as a representative of the Parish Council...”
10. Members attending as representatives of the Parish Council must notify the clerk of their intention prior to the site meeting and may speak on behalf of the Parish Council but their presentation (if such are allowed) must not extend further than the minuted position of the Parish Council.
11. Prior to the meeting members should acquaint themselves with the position by liaising with the Parish Clerk who will supply copies/background/notes as appropriate
12. Members attending meetings of the planning authority in a personal capacity are advised – for the avoidance of doubt – to ensure their position is unambiguous to their audience.

Local Procedure 9/2016

Roll of Honour

1. Each year, at its September meeting the Parish Council will make an award to a member of the community who has made an outstanding contribution to the life of the village.