



## ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: [eriswellparishclerk@outlook.com](mailto:eriswellparishclerk@outlook.com)

Website: <http://eriswell.onesuffolk.net>

### **MINUTES of the meeting of ERISWELL PARISH COUNCIL held on TUESDAY FEBRUARY 25<sup>th</sup> 2020**

Present:

Cllr L Hall (Chairman)

Cllr A Bibbey (Vice Chairman)

Cllr M Keles

Cllr Z Eaton

Cllr B Thomas

In attendance: Nicola Glading, parish clerk

And three members of the public

2020/77	<b>RECORDING OF MEETING</b> None.	
2020/78	<b>APOLOGIES FOR ABSENCE</b> a. Apologies for absence were received from Cllr J Sealey, C/Cllr Noble, D/Cllr Gathercole and D/Cllr Frost b. The Council consented to accept the apologies received	
2020/79	<b>DECLARATIONS OF INTEREST</b> None	
2020/80	<b>PUBLIC PARTICIPATION</b> <u>Bus passes</u> : the ongoing complaint was that the bus service, formerly free to pensioners holding bus passes, is now chargeable at £5 because of Suffolk County Council cuts. At a previous meeting, D/Cllr Gathercole had agreed to look into. On hearing that D/Cllr Gathercole was not attending the meeting, the clerk had emailed him to ascertain any developments: the query has been passed to Lesley-Anne at West Suffolk District Council and her reply is awaited.  <u>Litter pick</u> : clerk will ask West Suffolk to borrow the necessary equipment , to be delivered to Chairmans address.  <u>Footpath finger posts</u> to be on the March agenda	Clerk
2020/81	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b> a. Update from Wg. Cdr. Jamie Turnbull: not available b. Update from C/Cllr Colin Noble: not available c. Update from D/Cllr Gathercole / D/Cllr Frost: not available	
2020/82	<b>MINUTES OF THE PARISH COUNCIL MEETING held on JANUARY 28<sup>th</sup> 2020)</b>	



2020/89	<b><u>MATTERS RELATING TO GOVERNANCE</u></b> a. The revised Eriswell Parish Council Standing Orders were discussed, and unanimously <b>AGREED</b>	Appendix 2
2020/90	<b><u>COUNCILLORS TRAINING</u></b> a. SALC have now confirmed the trainer as Rosemary Cochrane and the dates as Saturday mornings of 21 <sup>st</sup> March and 28 <sup>th</sup> March, starting at 9.30am. Clerk, Chair and Vice Chair to arrive early to assist with set up. Clerk to send confirmation of training to all councillors	Clerk
2020/91	<b><u>CLERKS REPORT</u></b> a. No items were actioned under delegated powers b. A complaint had been received from an Earlsfield resident about an unemptied brown bin, clerk has reported this to West Suffolk Council. Cllr Hall will send a diagram to the clerk to clarify position of bin c. The clerks Report on Sites of Special Interest was <b>NOTED</b> d. The footpath that runs by the electricity substation requires clearing: clerk to report to SCC e. Report on Eriswell management committees: there are three separate management committees- 1. The Reading Rooms: Hall rented from Lord Iveagh 2. Poors Charity: this has been removed from the Charity Commission website as returns are outstanding. Bob Shimmon will complete these returns and submit outstanding minutes. 3. Eriswell Playing Field Committee: rented from Lord Iveagh, lease runs until 2028. The play equipment is on Eriswell parish Council asset register. The repair and maintenance of the equipment is the responsibility of the Playing Field Committee; the last inspection report was copied to the Chair.	Cllr Hall Appendix 3 Clerk
2020/92	<b><u>CHAIRS ITINERARY and REPORTS</u></b> <b><u>Chairs report</u></b> a. The cost of the noticeboard is £1,080 – March Agenda b. Chair has visited the shops to ascertain if they will contribute towards bins. Clerk to send copy of the original letters to Chair. c. Clerk to report on previous decision regarding bin costs/ fixings/ installation to March meeting, as the bins will be needed, with better weather approaching. Positioning: 1. By lamp post/ opposite noticeboard at the shops 2. On the big green field near basketball hoop 3. Myrtle/ Earlsfield – near lamp post d. The Chair reported that Cllr Zoe Eaton has resigned from the Parish Council, due to her work	Clerk Clerk

	commitments. Cllr Eaton was thanked for her work with the Parish and the Council is sad to see her go.	
2020/93	<p><b><u>FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS</u></b></p> <ul style="list-style-type: none"> <li>a. The itemised expenditure/ invoices for payment list was unanimously AGREED and signatories authorised to sign the same</li> <li>b. To approve recent invoices for payment and authorise signatories to sign the same (on the night)</li> <li>c. Cllr Thomas has received a text message from Lloyds bank confirming that the address to which Bank Statements are to be sent has been changed to the clerk's address</li> <li>d. Deferred from last meeting: SARS letter (emailed to councillors 17<sup>th</sup> January 2020) and request for donation: no decision taken (to March Agenda)</li> <li>e. The Church maintenance grant to be discussed at the March meeting</li> </ul>	Appendix 4
2020/94	<p><b><u>DATE AND FORMAT 2020 ANNUAL ASSEMBLY</u></b></p> <ul style="list-style-type: none"> <li>a. Councillors to distribute publicity information (March meeting)</li> </ul>	Clerk
2020/95	<b>Exclusion of the public and press</b>	
2020/96	<p>Quotations for grass cutting at Earlsfield/ Lords Walk were discussed</p> <ul style="list-style-type: none"> <li>(i) Quote from Clover Landscapes thought to be too expensive</li> <li>(ii) Quote from RH Landscapes- clerk to ask if fewer cuts on an `as and when` basis would be feasible for the operator</li> </ul>	Clerk

The meeting closed at 8.45 pm

**These minutes were approved by email consultation**

## Appendix 1

### Eriswell Reading Room

#### Meeting of committee and others 10th February 2020

#### Notes of Andrew Bibbey as to aims for the future of the Reading Room

Status: The Reading Room has an unusual status being owned by Elveden Estate. I am told that this Victorian building was originally a school. In years gone by it would have served the many village children whose parents mostly worked for Elveden.

The relationship between today's villagers and Elveden is not clear in terms of the control of the hall. I understand that "the village" pays £100 p.a. rent and Elveden carries out repairs to the buildings exterior and structure whilst the village decorates internally. I may not have this quite clear and certainly "the village" does not have control of the building. It is also clear that the estate have no interest or incentive to spend any real money on the building given the changed situation of the village demographics and the tiny income the estate receives.

For the estate to have the hall to worry about I would think must be a nuisance to them, whilst the fact that work is so clearly needed and isn't likely to be carried out is sad for the village and its dated and deteriorating condition is no good to anyone.

A neglected building which could be helping to bind the small village of Eriswell together as we gallop into the challenges of the 20th century is a wasted asset. But it is also a challenge and an opportunity, not so much to those long term members of the community who have given huge contributions of their time and skill to maintenance of the Reading Room, but to newer members of the parish. There is a huge pool of enthusiasm at the former RAF housing estate, indeed all but one member of the parish council is resident there. More than 500 houses now in the parish gives a latent demand for a hall which is already loyally supported.

I can envision a number of scenarios:

- 1/. A programme to improve and upgrade the existing building, its fixtures and fittings, kitchen and toilets, new lighting and redecorating. Upgrade to the car park.
- 2/. Addition to the existing site by a mutually agreeable arrangement with the trustees of The Poor Land which adjoins the left and rear to facilitate a car park and garden/amenity area. Extensions and alterations to the building layout and a complete overhaul. The front area could be landscaped with a drop-off point and disabled parking area.
- 3/. Find a site and build a new hall with all the advantages of a brand new building in terms of easier maintenance, better insulation and lower running costs and purpose build layout. Obvious sites would be on the adjacent Poores Land or the Recreation Field, the latter I believe is owned by Elveden.

All these require funding. Elveden Estate are a commercial undertaking with, so far as I know, no charitable wing.

If the Reading Room were owned or in the hands/control of a charitable trust I believe it could apply for grants and charitable donations from all sorts of bodies.

Preliminary conversations with Michael Douglas of Elveden Estate would indicate a gift or sale of the building is unlikely but a lease might be considered. If this could be negotiated as long term arrangement then trustees could get funding for a programme of works.

The option of exploring a new site is very worthwhile before making any commitment however as that might be the better long term solution. A brand new building on. New site would allow for perhaps a ground source heat pump cutting the carbon footprint, solar panels could do the same by providing electricity in house.

There is no point getting too excited yet before we have knowledge of what is available with Elveden or with the Poores Land.

Those who have worked so hard over the years to look after the Reading Room deserve huge respect and thanks from all those who do or have lived in Eriswell as they have done under great job under difficult circumstances.

Andrew Bibbey

## **Appendix 2**

Eriswell Parish Council Standing Orders

# **ERISWELL PARISH COUNCIL STANDING ORDERS**

*These Standing Orders provide procedures and controls for the management of Council business. Basic arrangements are contained in Schedule 12 of the Local Government Act 1972. The procedural requirements in Schedule 12, together with other requirements appropriate for the Council, are incorporated.*

*Standing Orders should be seen as an aid to proper and effective governance. Over regulation can be an impediment.*

*References to the Chairman in these Standing Orders include the Vice Chairman and any other Councillor when acting as Chairman.*

Adopted on 25<sup>th</sup> February 2020

Review by 24<sup>th</sup> February 2021

# INDEX

<b>Definitions</b>	<b>3</b>
--------------------	----------

## **1 COUNCIL MEETINGS**

1.1 Chairing Meetings	4
1.2 Quorum	4
1.3 Holding Meetings	4
1.4 Order of Business for Annual Council Meetings	4
1.5 Order of Business for Ordinary Meetings	5
1.6 Minutes	6
1.7 Petitions	6
1.8 Public Questions & Comments	6
1.9 Business Motions	7
1.10 Voting	8
1.11 Procedural Motions	9

1.14 Reversing a Previous Resolution	9
--------------------------------------	---

1.15 Conduct	9
--------------	---

## **2 OTHER PROVISIONS**

2.1 Individual Councillors	10
----------------------------	----

2.2 Smoking	10
-------------	----

3. Delegation to Officers	10
---------------------------	----

3.1 The Parish Clerk	10
----------------------	----

4. Finance Matters	11
--------------------	----

5. Tenders	11
------------	----

6. Orders for Work, Goods & Services	12
--------------------------------------	----

Frequently Asked Questions	13
----------------------------	----



## DEFINITIONS

Chairman of the Council	The Councillor of the Council elected to that office by Councillors and known as the Chairman of Mildenhall Parish Council.
Chairman of Committee or Sub-Committee	The Councillor elected by the Councillors of the Committee or Sub-Committee to that office. The Councillors of a Committee or Sub-Committee may elect a Councillor of the Committee or Sub-Committee to be Chairman of an individual meeting in the absence of the Chairman and Vice-Chairman.
Committee	A group of Councillors which has been appointed by the Council to whom duties and powers may be delegated which would otherwise be executed by the Council.
Council	Mildenhall Parish Council
Councillor(s)	Duly elected representative(s) of the electoral areas of Mildenhall Parish Council, who have signed the Declaration of Acceptance of Office and are serving on the Council for the time being.
Vice Chairman	The Vice-Chairman of the Council elected to that position by Councillors of the Council.
Majority	A majority of those present at a meeting and voting. A motion may be carried by a single voter if no other Councillor chooses to vote.
Proper Officer	Statutes refer to the "Proper Officer" for a number of purposes. It is usually the Parish Clerk for any purpose for which a proper officer is mentioned in any statute except where the issue is finance related when the Finance Officer is identified as the "Proper Officer".
Resident	A person who is resident in the electoral area of Mildenhall Parish Council and whose name may or may not appear on the Register of Electors for Mildenhall.
Statutory	As laid down by law.
Sub-Committee, Working Party, or Forum	A sub-Committee, working party or forum established by the Council or a Committee
Working Party	Councillor(s), Officers and other individuals who have been asked to review or investigate a specific topic or topics and report thereon to the constituting body (Council, Committee or Sub-Committee).

## **1 FULL PARISH COUNCIL MEETINGS**

### **1.1 Chairing meetings**

The Chairman or in her/his absence the Vice Chairman shall chair meetings of the Council. In their absence the Council shall select a Councillor to chair the meeting.

### **1.2 Quorum**

No business shall be dealt with unless there is a quorum of one third of the Council. If there is no quorum, the meeting must be adjourned immediately.

### **1.3 Holding meetings**

- 1.3.1 An Annual Council Meeting shall be held every year in May. In the year of ordinary elections of Parish Councillors the annual meeting shall be held within 14 days after the day on which Councillors elected take office.
- 1.3.2 At least 3 other meetings of the Council shall be held every year on a calendar to be determined by the Council. .
- 1.3.3 An extraordinary meeting of the Council may be called at any time by the Chairman.
- 1.3.4 Any 2 Councillors may submit a written request signed by them to the Chairman to call an extraordinary meeting. In the event of the Chairman not calling an extraordinary meeting within 7 days of receiving the request, or refusing to call an extraordinary meeting, the 2 Councillors may call an extraordinary meeting.
- 1.3.5 Meetings shall be held at a place, date and time fixed by the Council.
- 1.3.6 Notice of the time and place of meetings must be fixed in a conspicuous place in the Parish at least 3 clear working days before the meeting. Where a meeting is called by Councillors of the Council (1.3.4 above), the notice shall be signed by those Councillors and shall specify the business proposed to be transacted at the meeting (the agenda).
- 1.3.7 All Councillors of the Council shall be given (by post or left at their residence or by email) at least 3 clear days written notice of all meetings of the Council from the Proper Officer specifying the business proposed to be transacted (the agenda).

### **1.4 Order of business for Annual Council Meetings**

- 1.4.1 In an election Councillors should execute declarations of acceptance of office in another Councillor's presence or in the presence of the Proper Officer before the Annual Council Meeting.
- 1.4.2 At the Annual Council Meeting the order of business shall be:
  - 1. To elect a Chairman.
  - 2. To receive the Chairman's declaration of acceptance of office or otherwise decide when it will be received.
  - 3. In the ordinary year of the election of the Council, to fill any vacancies left unfilled at the election by reason of insufficient nominations.
  - 4. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

5. To elect a Vice Chairman.
6. To appoint Standing Committees and Sub Committees.
7. To make appointments and nominations to outside organisations.
8. To decide the dates, times and place of meetings of the Council for the year.
9. To conduct any other business appropriate for the Annual Council Meeting.

### **1.5 Order of business for ordinary meetings**

At ordinary meetings, business will usually be conducted in the following order:

1. To receive disclosures of interest by Councillors in items on the agenda.
2. To approve as a correct record the minutes of the previous meeting. The Chairman or Councillor presiding shall sign the minutes in accordance with statutes (SO1.6).
3. Chairman's announcements and such communications as the Chairman of the meeting may wish to lay before the Council.
4. To deal with business expressly required by statute.
5. To receive petitions (SO 1.7).
6. To receive questions and comments from the public (SO 1.8).
7. To receive and consider reports from any Working Parties, Committee Chairmen including recommendations from Committees and other minutes for information
8. To receive business motions from Councillors (SO 1.10)
9. To receive and consider reports from Officers of the Council.
10. To approve any changes to Standing Orders, the delegation arrangements or other governing documents.
11. Any other business specified in the agenda.

1.5.2 The order of business may be changed by the Meeting by motion put by the Chairman.

### **1.6 Minutes**

- 1.6.1 No discussion shall take place on a motion to agree the minutes other than upon their accuracy.
- 1.6.2 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.
- 1.6.3 The minutes must record the names of Councillors present at the meeting and the declarations of interest of any Councillor.
- 1.6.4 The minutes of a meeting must be circulated to all Councillors as soon as practicable and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairman.

### **1.7 Petitions**

- 1.7.1 Petitions may be received at ordinary meetings of the Council provided that the petition is received by the Parish Clerk no later than mid-day five working days before the day of the meeting and is signed by at least 25 electors within the Parish.
- 1.7.2 Petitions may only be about a matter for which the Council has a responsibility or which affects the Parish.
- 1.7.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 1.7.4 A petition will not be received by the Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Council in the last six months.
- 1.7.5 One signatory to the petition may speak on the petition for no more than 5 minutes.
- 1.7.6 No discussion shall take place on the petition. A Councillor may move that the petition be referred to the next meeting or to another body. Once seconded, the motion will be voted on without discussion.
- 1.7.7 No more than 5 petitions will be received at a meeting.

## **1.8 Public Questions and Comments**

- 1.8.1 Any resident within the Parish may put a question or a comment to the meeting about a matter on an agenda.
- 1.8.2 A resident seeking a response to a question at the meeting must give the Parish Clerk notice of the question no later than midday on the last working day before the meeting day.
- 1.8.3 A question or comment will not be received by the Council which is in furtherance of a person's individual circumstances or which is about a matter where there is a right of appeal to the courts, a tribunal or a government minister.
- 1.8.4 A question or comment will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months.
- 1.8.5 An elector putting a question or a comment may speak for no more than three minutes.
- 1.8.6 A maximum of 10 minutes will be allowed for public questions and comments.
- 1.8.7 There shall be no more than 5 questions or comments at any meeting although the Chairman may vary this limit
- 1.8.8 No discussion shall take place on any question put or comment made. Where practical, the Chairman may respond or indicate that a written response will be made.
- 1.8.9 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the elector.
- 1.8.10 At all meetings of the Council, Councillors and co-opted Councillors must not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a disclosable pecuniary interest unless they have received a dispensation in accordance with the members' Code of Conduct. Councillors with such an interest and who have not received a dispensation should leave the room for the duration of the relevant agenda item. A record will be made in the minutes of the name of any Councillor who leaves the room under this provision. The record will show the reason for which they left and state for which agenda items they were not present.

- 1.8.11 Any Councillor may ask a question of the Council, provided it is communicated in writing to the Parish Clerk at least five clear days before the meeting. Such questions are not an opportunity for debate on a subject not included on the agenda. An answer will be provided, which concludes the discussion.

## **1.9 Business motions**

- 1.9.1 Any Councillor may give to the Parish Clerk written notice of a motion the Councillor wishes to move at a meeting at least 10 clear days before the meeting.
- 1.9.2 Motions must be included in full on the agenda in the order they are received.
- 1.9.3 Motions must not be discussed until they have been moved and seconded.
- 1.9.4 Normally only one motion may be discussed at a time, but the meeting may agree on motion of the Chairman that 2 or more motions relating to the same matter be discussed together where this is conducive to the efficient conduct of business.
- 1.9.5 An amendment must relate directly to the subject matter of the recommendation or motion..
- 1.9.6 An amendment may not be discussed until it has been moved and seconded.
- 1.9.7 An amendment may be withdrawn at any time by the Councillor moving it.
- 1.9.8 The Councillor moving the recommendation or motion may incorporate an amendment into the recommendation or motion.
- 1.9.9 Amendments will be discussed separately unless the meeting agrees to discuss them together on the motion of any Councillor.
- 1.9.10 The order of speaking shall be:
- mover of the recommendation or motion
  - mover of amendment
  - any other Councillor wishing to speak
  - right of reply of mover of amendment
  - right of reply of mover of recommendation or motion.
- 1.9.11 A Councillor may speak only once in a debate except where the Councillor has a right of reply or where the Chairman, in her/his discretion permits in the interests of debate.
- 1.9.12 During a debate, but between speakers, any Councillor may move a procedural motion:
- That the question be put to the vote immediately
  - That the meeting move to the right of reply of the mover of the recommendation or motion and then to the vote
  - To proceed to the next business.

If seconded, the procedural motion shall be put to the vote immediately without discussion.

## **1.10 Voting**

- 1.10.1 Subject to any legal requirement all questions to be decided by the Council shall be decided by a majority of the Councillors present and voting.
- 1.10.2 Councillors shall vote by show of hands, unless a secret ballot is requested. A Councillor's vote will only be counted if the Councillor is in the room of the meeting at the time the vote is taken.

- 1.10.3 Immediately after a vote is taken and before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.
- 1.10.4 Immediately before a vote is taken any Councillor may request that a vote is recorded. When a request is made the Chairman or person nominated by the Chairman shall call the names of all the Councillors and after each name is called the Councillor shall state whether s/he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 1.10.5 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.
- 1.10.6 The Chairman must give a casting vote in the event of there being an equality of votes for the election of the Chairman of the Council.

### **1.11 Procedural motions**

- 1.11.1 Any Councillor at any time may move, between speakers, any of the following motions:

- To proceed to the next business
- To move to the vote
- To refer a matter to a Committee
- To adjourn the meeting

If the motion is seconded, it must be put to the vote immediately without discussion.

### **1.14. Reversing a Previous Resolution**

- 1.14.1 A decision of the Council shall not be reversed within six months except either by a special resolution, the written notice thereof bearing the names of at least four Councillors of the Council or by a resolution passed in pursuance of the report.
- 1.14.2 When a special resolution or any other resolution passed under the provisions of paragraph 1.14.1 of this order has been disposed of, no similar motion may be moved within a further six months.

### **1.15 Conduct**

- 1.15.1 A Councillor or Officer when speaking must address the Chairman.
- 1.15.2 Councillors must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairman in the proper management of the meeting and the role of the Parish Clerk as impartial adviser.
- 1.15.3 If a Councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructing business, the Chairman may move that the Councillor be not further heard. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.15.4 If the Councillor continues to behave improperly after a motion that the Councillor be not further heard, the Chairman may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If the motion is seconded, it must be put to the vote immediately without discussion.

- 1.15.5 If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impractical, the Chairman may adjourn the meeting for as long as s/he considers necessary.

## **2. OTHER PROVISIONS**

- 2.1 A Councillor may not individually exercise any functions of the Council on behalf of the Council. A Councillor must not issue a direction to an employee or issue any order relating to work being done for the Council or claim any right to enter any property on behalf of the Council.

### **2.2 Smoking**

- 2.2.1 Smoking,(including e.cigarettes) is prohibited during any Council, Committee, sub-Committee or working party meeting.

## **3. DELEGATIONS TO OFFICERS**

These delegations derive from the Council.

### **3.2. The Parish Clerk shall:**

1. Be the Proper Officer for all Proper Officer functions including the "Section 151" function;
2. Manage all employees of the Council and have the authority to take disciplinary action under agreed procedures;
3. Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chairman;
4. Carry out and implement any Council, Committee or sub-Committee decision;
5. Deal with all day to day matters in relation to all the Council's functions, in accordance with policies and decisions of the Council or relevant Committee.
6. Discharge all the functions of the "Responsible Financial Officer" under Section 151 of the Local Government Act 1972;
7. Make adequate and effective arrangements to pay salaries and wages to all employees of the Council;
8. Maintain adequate and effective personnel records.

### **3.3. The Parish Clerk may:**

1. Take urgent decisions on behalf of the Council in consultation with the relevant Chairman.
2. Delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

## **4. Financial Matters**

### **4.1 Annual Statements – Management Accounts**

The Parish Clerk shall supply to each member as soon as practicable after 31 March in each year a statement of the income and expenditure of the Council for the completed financial year

### **4.2 Annual Statements – Statutory Accounts**

The statutory accounts of the Council (subject to external audit) shall be presented to the Council for formal approval before the end of June each year.

### **4.3 Approval of Precept**

The Council shall approve, following receipt of a draft budget from the Parish Clerk, the precept for the financial year at a Parish Council meeting to be held before the end of January each year.

#### **4.4 Financial Regulations**

The Council shall approve Internal Financial Regulations each year. Such Regulations shall include detailed arrangements for the following:

The accounting records and systems of internal control

The financial risk assessment

The work of the internal auditor and the receipt of bi-annual reports from the internal auditor

#### **4.5 Signature of Orders for Payment**

Orders for payment of money shall be detailed in the Internal Financial Regulations of the Council and signed by two members.

### **5. Tenders**

#### **5.1 Tender Processes (Over £25,000)**

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 but less than £172,514 (or such other values as may be prescribed from time to time by regulation) must, unless exempt from specified regulations, be procured and publicised in accordance with articles 109-144 of the Public Contracts Regulations 2015 or successor regulations. In addition to the requirements set out in the regulations the opportunity will be advertised on the Council's website and may be disseminated in any other manner that is appropriate,

having regard to the nature of the contract and suppliers. This may include, but is not limited to, dissemination to a group of economic operators selected for the purpose, whether ad hoc or by virtue of their membership of some closed category such as a trade association. The advertisements and disseminated material shall contain, as a minimum, the same information as that published on Contracts Finder in accordance with the Regulations.

5.2 Any proposed contract with an estimated value exceeding £172,514 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.

5.3 Tenders submitted in accordance with the above processes are to be assessed by officers in accordance with the Financial Regulations and stipulations in the regulations referred to above.

#### **5.4 Restrictions**

Unless contrary to regulations:

Canvassing of members of the Council, directly or indirectly, for any contract to be entered into by the Council shall disqualify the potential tenderer from the award of the Contract.

No member of the Council shall solicit for any tenderer or recommend any tenderer but may nevertheless give a written testimonial of the tenderer's ability, experience or character for submission to the Council with an application for appointment.

#### **5.5 No obligation to accept lowest quote**

The Council is not bound to accept the lowest tender, estimate or quote.

### **6. Orders for Work, Goods and Services (under £25,000)**



- 6.1 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. The RFO is responsible for obtaining value for money at all times. The RFO, on raising a requisition for an order should ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

## **PARISH COUNCIL MEETINGS**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What are Standing Orders for?**

To make meetings easier to manage. Some requirements for conducting meetings are statutory but Standing Orders enable clear processes to be applied.

#### **2. How often are meetings required?**

The minimum is that four meetings are held in a year, one of which is the Annual Council Meeting (note: this is not the same as the Annual Parish Meeting). There is no maximum.

#### **3. When should meetings be held?**

The Annual Meeting should be held in May. In an election year, the Annual Meeting should be held within 14 days of the elected Councillors taking office (i.e. on the fourth day after the election or within 14 days after that day).

#### **4. At what time of day should meetings be held?**

Any time. If no time is fixed by the Annual Meeting, meetings must start at 7pm.

#### **5. Where should meetings be held?**

Anywhere that is free of charge or subject to a reasonable charge. If the Parish Council does not own premises, it may require free use of a room maintained by the local education authority or any other room maintained out of a "rate". Licensed premises may be used if no suitable room is available free of charge or at reasonable cost.

#### **6. How many Councillors must attend for a meeting to have a quorum?**

Three or one-third of the total number, whichever is the greater number.

#### **7. Does a majority of the Councillors present have to vote for a decision to be made?**

No. A majority of those Councillors who actually vote is sufficient (this could be a single person voting).

#### **8. Does the way Councillors vote have to be recorded in the minutes?**

No, unless any Councillor asks that the votes cast on a particular item be recorded. A Councillor can ask for his or her individual vote to be recorded.

#### **9. Does a meeting have to carry on until the agenda is completed?**

No, a meeting may be adjourned. The business can be completed on another specified occasion prior to the next scheduled regular meeting.

#### **10. Can an agenda include "Any Other Business"?**

This is not good practice and no decision may be made on an item of business raised in this way.

**11. What if a matter of genuine urgency arises?**

Good practice is for decisions to be delegated to the Parish Clerk in consultation with at least two named Councillors.

**12. Can the public and press be excluded from a meeting?**

Yes, if there is confidential business or if there is some other good reason. The exclusion has to be voted for by a majority of Councillors present and the reason has to be stated in the motion to exclude and then in the minutes of the meeting. It is important to do this even if no member of the public is actually present at the time, in case someone arrives during the discussion of the item. The most likely cases are when employment, contracting or legal matters are to be discussed.

**13. Can the public speak at meetings?**

Yes, but only if the Council has set aside a specified period for public questions or statements. Commonly, this would be at the start of the meeting. This is another example of how Standing Orders can be used to define procedures.

### **Appendix 3**

#### **Report on Sites of Special Interest**

##### **SITES OF SPECIAL INTEREST – definition and references**

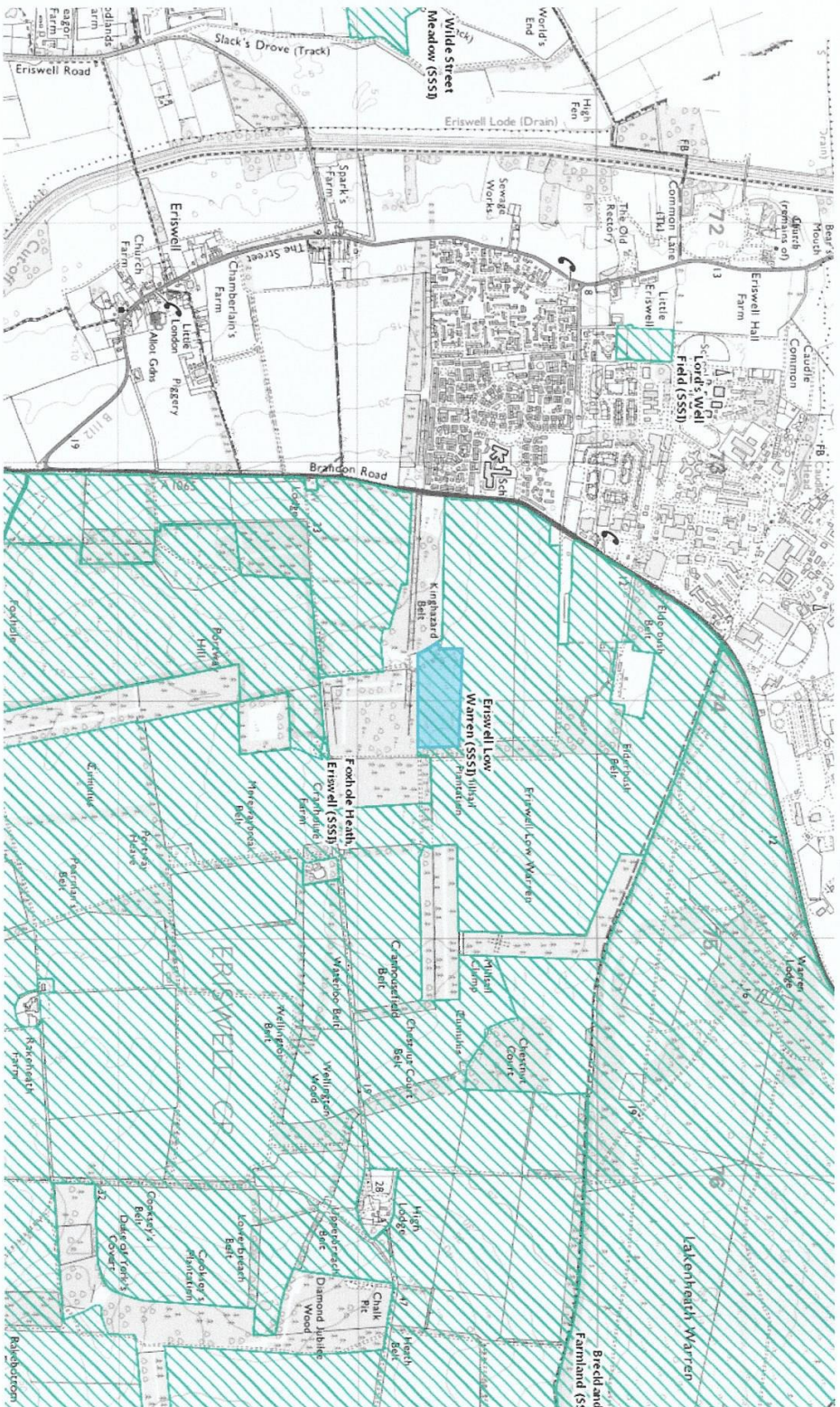
In England, Sites of Special Scientific Interest (SSSIs) are designated by Natural England, a non-departmental public body which is responsible for protecting England's natural environment. Designation as an SSSI gives legal protection to the most important wildlife and geological sites. As of October 2017 there are 142 SSSIs in Suffolk, of which 109 are biological, 28 geological and 5 are designated under both criteria.

One site is in the Dedham Vale, an Area of Outstanding Natural Beauty (AONB), and thirty-six are in another AONB, Suffolk Coast and Heaths. There are thirty-three Geological Conservation Review sites, twenty-three Nature Conservation Review sites, twenty Special Areas of Conservation, thirty Special Protection Areas under the European Union Directive on the Conservation of Wild Birds, eight Ramsar internationally important wetland sites, seven National Nature Reserves and 4 contain Scheduled Monuments. Six sites are Local Nature Reserves, twenty-seven are managed by the Suffolk Wildlife Trust, five by the Royal Society for the Protection of Birds and one by the National Trust. The largest is Breckland Forest, a 126-hectare (44,790-acre), which is partly in Norfolk and has several invertebrates on the IUCN Red List of Threatened Species, and the smallest is a 0.1-hectare (0.25-acre) meadow in London Road Industrial Estate, Brandon, which has the largest known wild population in Britain of the nationally rare sunflower *Artemisia campestris*.

# ERISWELL SITES OF SPECIAL INTEREST

## Table of Contents

- Access
- Administrative Geographies
- Countywide Stewardship Targeting & Scoring Layers
- Designations
- Habitats and Species
- Land Based Schemes
- Landscape
- Marine
- Aerial Photography
- Background Mapping
- OS Colour Mapping
- OS Black and White Mapping
- Base Map



## Appendix 4

### ERISWELL PARISH COUNCIL FEBRUARY 2020 MEETING

ACCOUNTS PAYABLE			
<u>Payable to</u>	<u>Amount</u>	<u>VAT</u>	
Eriswell Reading Rooms	£50.00	£0.00	
Clerk salary (February 2020)	£346.06		
SALC Training GDPR	£13.50	£2.25	
Admin expenses	£38.47	£6.41	
Eriswell Playing Field Committee	£600.00		