

Great Chart with Singleton Parish Council

Founded in December 1894

Annual Meeting of the Parish Council to be held on

Monday 17th May 2021

At Great Chart Village Hall

Starting at 7.00pm

AGENDA

Notice: The Annual Meeting of Electors is cancelled this year due to the COVID pandemic, however, reports from groups will be available to read on the Parish Council's website and in its annual report. Copies can be also obtained from the Clerk.

Welcoming those in attendance

1. Election of:

1.1. Chair and Signing of the Declaration of Office

1.2. Vice Chair, Signing of the Declaration of Office

2. Apologies for Absence

To receive and approve apologies for absence.

3. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

3.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

3.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

3.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, eg stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

4. Minutes of the Previous Meeting

To approve the minutes of the meeting held on Monday 12 April 2021 as a true record.

5. PCSO Report

To receive a report from the PCSOs

6. Reports from Borough Councillors

6.1. Cllr Barrett – Singleton East Ward

6.2. Cllr Blanford – Weald Central Ward

6.3. Cllr Howard-Smith- Singleton West Ward

6.4. Cllr Shorter -Washford Ward

7. Reports from County Councillors (when in attendance)

7.1. Cllr Charlie Simkins

7.2. Cllr Dirk Ross

8. Reports from Committees/Groups

To receive reports from committees

8.1. Chilmington Green Planning Working Group

8.2. Great Chart Playing Fields

8.3. Singleton Spaces

8.4. Amenities, Open Spaces and Environment Committee

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

9. Planning Applications for Consideration this Month

9.1. Planning Application [21/00743/AS](#)

17 Pearmain Way, Singleton, Ashford, Kent, TN23 5JL Single storey rear extension- Cllr McClintock

9.2. Planning application [20/01318/AS](#)

Prima Recycling Ltd, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA demolition of existing buildings and erection of 8 residential units with car parking and landscaping – Cllr Y Barker

10. Planning Decisions

To receive update on planning decisions, these are also available to view on the website

11. Election of Members to the following Committees

Finance Committee (5) Staffing Committee (4) Amenities, Open Spaces and Environment Committee (6)	Complaints Committee (4) Great Chart Playing Fields Association (4) Chilmington Green Planning Working Group (7)
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12. Review and Appointment of PC representatives to Outside Organisations

Toke and Streeter Almshouses Great Chart Village Hall Singleton Village Hall Barrow and Spade War Memorial Trust	Great Chart Playing Fields Association Bean Fund KALC (Ashford) Forum Chilmington Green Stakeholders Parish Forum Singleton Spaces
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13. Policies for approval documents to review.

13.1. Appraisal Policy and Appraisal form

13.2. Standing Order

13.3. Code of Conduct

14. Ashford Community Woodland

To receive update on the works carried out.

15. Finance

15.1. Items for Payment

To agree items for payment in May (the bank reconciliation will be presented in June after the Year End finalised).

15.2. Youth Shelter Cuckoo Park

To consider best option to repair the shelter

15.3. Singleton Environment Centre

To approve Singleton Spaces insurance payment and consider purchase of new work computer for the centre manager.

16. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Report on recent or ongoing activities.

17. Correspondence

Review of correspondence received since the last meeting.

18. Items for Information or Agenda for Next Meeting

To receive items of information from members and/or for inclusion on next agenda.

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 14 June 2021 starting at 7.30pm at Singleton Village Hall**

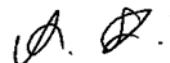
Closed session

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

20. Staffing Matters

To approve the Staffing Committee's recommendation that the Assistant Clerk would be offered the role of Deputy Clerk carrying the National Joint Council payscale points from 17-24 starting at 18 due to successful completion of the Certificate in Local Government Administration.

Signed



Aniko Szocs- Clerk to Parish Council

Great Chart with Singleton Parish Council

Notice of Meeting

FOR THE ATTENTION OF:

Cllrs: McClintock, Sullivan, Tate, Wiffen, Y Barker, Darvill, P Barker, Gathern, Alexander, Wilford and Ackrill

All Members are summoned to attend

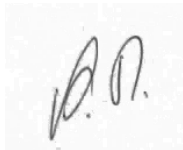
the annual meeting of the Parish Council to be held on
Monday, 17th May 2021

At Great Chart Village Hall starting from 7.00 pm

The Agenda is attached

Supporting Documents:

Item 4	Draft Minutes of the meeting held on 12 April 2021
Item 10	List of Planning Decisions
Item 11	List of Current Members to Committees
Item 12	List of current Representatives to outside organisations
Item 13.1.	Appraisal Policy and Appraisal Form
Item 13.2.	Standing Order
Item 13.3.	Code of Conduct adopted 13 th July 2020 and the Local Government Association Model Councillor Code of Conduct 2020
Item 15.1.	Items for payment
Item 15.2.	Youth Shelter Cuckoo Park
Item 15.3.	Three estimates for a new computer for Singleton Spaces
Item 16.	Clerk's Report



Date: 12 May 2021

Aniko Szocs

Clerk to Great Chart with Singleton Parish Council

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council held remotely on Monday 12 April 2021 Starting at 7.30pm MINUTES

PRESENT: Cllrs Ackrill, Alexander, P Barker, Y Barker, Darvill, Gathern, McClintock, Sullivan, Tate, Wiffen.

ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Assistant to Clerk), Cllr Blanford (ABC), Cllr Barrett (ABC), PCSO Stevens, 5 members of public

Before the meeting started, the Chair made a short statement on the passing of HRH Prince Philip, Duke of Edinburgh on Friday 9th April peacefully at Windsor Castle that morning. The PC would like to pass on their condolences to the Queen and the rest of the Royal family at this sad time and in reverence to his passing a minute's silence was held by all.

1. Apologies for Absence

Cllr Wilford, Cllr Farrell (KCC), Cllr Simkins (KCC)

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

None

2.2. Other Significant Interests

None

2.3. Other Interests

Item 7.1 – Cllrs Y Barker, Sullivan

Item 7.2 – Cllrs Y Barker, Darvill, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen, McClintock

Item 15.2 – Cllr Sullivan

3. Minutes of the Previous Meeting

The minutes from the 8 March 2021 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Sullivan
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

4. PCSO Report

PCSO Stevens noted that her recent newsletter was available on the parish website. The PCSO was aware that ABC are due to start clearance of the fly tipping along Chart Road and she has been asked to pay extra attention to the area. She has also made her colleagues aware of the issue. She has recently been patrolling the woodlands, giving advice on avoiding dog theft to dog walkers.

The shrubbery clearance in Ashford Community Woodland has led to the discovery of more litter than expected so will likely take longer to clear.

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

The removal of the fly tipping has already been discussed. The rear car park at the Singleton Centre shops has now been resurfaced. Cllr Barrett would like to carry out another walkabout with the Clerk, Cllr McClintock, and the management company to discuss the scheduled phase two work.

Cllr Barrett is still waiting more information regarding the Singleton Lake car park future plans.

Cllr Gathern questioned if the two mature trees removed as part of the phase one work were part of the original planning application. Cllr Barrett will look into this.

Cllr Gathern also questioned if improvements would be made to the pathways along the Mead Walk side of Singleton Lake. Cllr Barrett explained that funding was secured for this work in 2019 but COVID has delayed it. He will get an update and feedback.

5.2. Cllr Blanford – Weald Central Ward

Cllr Blanford noted that reorganisation of the planning department is going ahead and will provide better career progression for employees.

Cllr Blanford has put forward the PC suggestion that there should be an overflow car park for the SEC.

Cllr Blanford has visited the 6,666 trees planted in Chilmington. She has asked that they are mulched as they were planted in an old wheat field so weeds and old seed are starting to grow there.

Cllr Blanford noted the car parking issues around Coronation Drive and will investigate further after COVID restrictions are lifted.

Cllr Pickering has agreed to fund aerial photos of the Chilmington development

5.3. Cllr Howard-Smith- Singleton West Ward

Not present

5.4. Cllr Shorter -Washford Ward

Not present

6. Reports from County Councillors (when in attendance)

6.1. Cllr Farrell

Not present (purdah)

6.2. Cllr Simkins

Not present (purdah)

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

Meeting held and minutes sent out.

Cllr Y Barker and a member of public attended a meeting with Dan Daley regarding a logo for the South Ashford Garden Community. The first draft was well received.

7.2. Great Chart Playing Fields

Meeting held and minutes sent out.

7.3. Singleton Spaces

Extension is finished except for the external painting on the older containers.

A tour will be arranged for the councillors once the extension is operational. A grand opening will happen post covid restrictions.

7.4. Amenities, Open Space and Environment Committee

Cllr Gathern and the Clerk met with Kent Wildlife Trust regarding plans for the North Field. Also discussed Kent Plan Bee and have a walkabout scheduled for 28 April with them to discuss suitable sites for pollinator friendly places to plant.

There was a break in at the allotments and some equipment was stolen. Police were informed.

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

Cllr P Barker noted that the wooden horse on A28 has lost its tail. This needs to be reported to ABC as it is getting into a poor state generally. Cllr McClintock asked Cllr Blanford to inform the council and she suggested it should be Stevensons that are approached. She will approach cultural services.

8. Planning Applications for Consideration this Month

8.1. Planning Application number [21/00446/AS](#) & [21/00447/AS](#)

Ninn Farm, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA New rooflight on inner slope and ground & first floor window on side elevation; replacement porch, new oil tank and shed, new car parking arrangements, sewage treatment plant- with Associated Listed Building app no 21/00447/AS- for further information please visit Ashford Borough Council website – **Cllr Y Barker**

This work is to bring the dwelling up to viable living space. There are no issues from a planning point of view. There is an associated planning application as it concerns a listed building.

Cllr Y Barker noted that the ABC planning team are not uploading application comments promptly. Cllr McClintock noted that when a plan is approved, comments are taken off immediately, could they be left on for approximately a year. Cllr Blanford asked for specific details so that the issue can be followed up.

The council resolved to support the application.

Proposed:	Cllr Y Barker	Seconded:	Cllr Wiffen
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.2. Planning Application Number [21/00468/AS](#)

The Cart Shed, Godinton Park, Godinton Lane, Hothfield, Kent Works of conversion to facilitate change of use of curtilage listed Cart Shed into an education building with new link corridor and WC addition with Associated Listed Building Application NO. 21/00469/AS – **Cllr P Barker**

The application is to re-purpose the building so that they can make better use of it. There are no issues from a planning point of view. The council resolved to support the application.

Proposed:	Cllr P Barker	Seconded:	Cllr Sullivan
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

9. Planning Decisions

Please see Appendix One

The PC are unhappy with the decision regarding the annex at Stone Cottage.

Regarding the land north of Stubbs Cross, the PC objected regarding access, but this has been given permission with no changes.

10. Parish Council Meeting

Current legislation allowing remote meetings expires on 6th May, this has not yet been extended. It is proposed that business from both May council meetings is

conducted at a single face-to-face meeting on 17th May. There will be no additional attendees with reports for the Annual Meeting of the Electors being requested instead. The meeting will be COVID compliant, but no one will have to attend if they would prefer not to.

It was noted that the legislation to attend remotely may still be extended. Attendees will also be able to access free lateral flow tests in the days before the meeting if they wished to use them.

11. Litter Picking Scheme for Volunteers

This is similar to schemes that run elsewhere. The plan is to encourage volunteers who want to pick litter with friends or family. It would make them recognisable but does not make the PC liable.

It is proposed that the council adopt this scheme, then the PC will purchase suitable equipment to allow packs to be put together and advertised.

Cllrs thanked Cllr Y Barker for the work put into the proposal. The Love Where You Live slogan was agreed as the most positive and could possibly be carried across to other projects. Volunteers would sign a form that accepts liability for their own safety.

The council resolved to adopt the scheme.

Proposed:	Cllr Y Barker	Seconded:	Cllr Wiffen
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

12. Singleton Environment Centre

A trustee is a former NHS worker doing de-stress courses and would like to run sessions in the SEC extension. The councillors would be offered a free session as a test run. Cllr Wiffen will send more information nearer the time.

13. Policies for approval documents to review.

None for approval

14. Hoxton Close 20mph speed limit proposal

Consultation information has been sent out. A PC response needs to be submitted. Please send comments to the Clerk and she will amalgamate responses and submit them.

15. Finance

15.1. Items for Payment and bank reconciliation

The council resolved to approve the items for payment in April 2021 and bank reconciliation.

Proposed:	Cllr Darvill	Seconded:	Cllr P Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

The following image shows the bank reconciliation report as at 15 March 2021. If you require an accessible version of this report, please contact the Parish Office

Great Chart with Singleton Parish Council

Bank - Cash and Investment Reconciliation as at 15 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2021	Metro Bank Current Account	10,988.97
28/02/2021	Metro Bank Instant Access	45,003.03
28/02/2021	Metro Bank Credit Card 6934	-187.14
28/02/2021	Metro Bank Credit Card 8589	-128.92
28/02/2021	NatWest Current	100.00
28/02/2021	NatWest Reserve Account	187,703.52
31/03/2020	Nationwide Business 1 Yr Fixed	203,304.03

446,783.49

All Cash & Bank Accounts

1	Metro Bank Current Account	10,988.97
2	Metro Bank Instant Access	45,003.03
3	Metro Bank Credit Card	-316.06
4	NatWest Current Account	100.00
5	NatWest Reserve Account	187,703.52
6	Nationwide Business 1 Yr Fixed	203,304.03
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	446,783.49

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	April Contribution	£1,560.07	
Bacs	Salary	April salaries	£4,766.78	
Bacs	Kent Pension Fund	March Pension Contribution	£909.40	
Bacs	Lister Wilder	Buckler Boot and industrial socks (if paid by 28/04/21 £82.24)	£90.33	£1.38
Bacs	Society of Local Council Clerks	Appraisal Techniques *2 - training	£78.00	£13.00
Bacs	Society of Local Council Clerks	How to use Canva - training	£36.00	£6.00
Bacs	Society of Local Council Clerks	People Management - training	£72.00	£12.00
Bacs	NALC	How to get Young people involved in local Councils - training	£51.71	£8.62
Bacs	Great Chart Cricket Club	Electricity Bill - grant payment	£252.85	
Bacs*	ProKil (paid 12 March 2021)	Survey and survey report of Youth Shelter at Cuckoo Park	£222.00	£37.00
Bacs	KALC	Annual membership	£1,944.00	£324.00
Bacs*	Medash	SUDS information sign Cuckoo Park	£61.20	£10.20
Bacs	Singleton Village Hall	Hall Hire- Pop up café	£37.50	
Bacs	Manutan	Large plastic box for archiving	£118.80	£19.80
Bacs	ADM	Change of licence for vice chair	£181.20	£30.20
Bacs	Adm	1 Hour remote support	£99.60	
Bacs	Ashford Borough Council	Maintenance work ACW	£2,000.00	
Bacs	C6 envelopes	Envelopes for flower seeds- Easter Egg Trail - Reimbursement	£9.75	£1.63
Total:			£12,491.19	£463.83

Income				
Method	From	Description	Total received	VAT
Bacs	Lena Mariot Foot health Practitioner	Newsletter Advertising	£55.00	
Bacs	Metro Bank	Interest	£2.35	
Total:			£57.35	£0.00

Singleton Extension Project- S106 Funds				
Method	From	Description	Total received	VAT
Bacs	D Rolfe and sons	Worktops, units	£200.00	
Bacs	S106 Funds	Cleaning products, keys and wildflower seeds	£503.30	
Bacs	S106 Funds	Furniture for Extension	£1,895.10	
Total:			£2,598.40	£0.00

Credit card payment items for Information	Description	Total paid	VAT
Account Number:19079376			
Plusnet	Telephone and Broadband	£57.36	£ 9.56
Wet and Forget	Algae removal	£54.99	£ 9.17
Land Registry	To identify ownership of a small openspace land on Reedmace	£6.00	
Amazon	Stamps for Easter Egg trail event	£9.99	£ 1.67
Credit card Account: 24056805			
Travis Perkins	Treated wood to repair fence and Great Chart Play park	£11.15	£1.86
McColls	Milk for SEC	£6.59	
Wilko	Water sprayer	£7.50	£1.25
Wilko	Grass seed and flower seed	£13.00	£1.00
Halfords	Wood paint	£10.80	
B&Q	Hammerte, finish dark green	£9.50	£1.58
Wilko	Bleach, brush	£3.15	£0.53
Dial Direct	Van Insurance	£50.40	
Pets at home	Poop bags	£6.00	
Wilko	string, cable tie, cleaning products	£21.55	£3.59
B&Q	shakeproof washer (steel)	£3.12	£0.52
Thanet Tool Supplies	socket	£2.50	
Total:		£ 273.60	£ 30.73

15.2. Bradbridge Green

The Clerk explained the situation and referred councillors to the documentation in the meeting pack. A discussion was held around the concerns of selling public land to private ownership. The original paperwork needs to be examined for any existing covenants that may prevent its sale.

Residents noted that there is definite evidence of rats around the properties concerned and this was confirmed by a councillor. It was suggested that a further report is requested from Bounty Pest Control or a second opinion sought. Residents were requested to send in any photographic evidence of the existence of the rats.

This item will be added to a future agenda for further discussion.

15.3. Chilmington Management Organisation

The council resolved that the CMO can use Cuckoo Park to conduct surveys regarding new ventures on the Chilmington development.

Proposed:	Cllr McClintock	Seconded:	Cllr Y Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.4. Youth Shelter Cuckoo Park

The Clerk explained that there are three options to choose from and that option 2 may be the most suitable.

It was agreed that the third option needs to be confirmed as the cost quoted as this is low in comparison to other information. Further information is needed on the option to replace the shelter, but also on how the shelter posts will be protected from strimming and damp once in the ground. This will be added to a future agenda for further discussion.

15.5. IT Support

Although IT support was initially rejected, the IT support that has been needed is sometimes advanced, so some professional IT support is needed.

It was suggested that some of the issue's councillors are experiencing are related to the usage levels. Basic use on the iPad is not an issue, but more involved work cannot be carried out on the applications so a laptop may be more appropriate.

It was also suggested that a 3-month trial period of support be investigated, and commissioned if available, and during that time an assessment can be made of whether the issues are down to knowledge, user or hardware problems.

15.6. Cuckoo Park and Great Chart Repair works

Repairs for Cuckoo park will come out of the maintenance funds. The hanging baskets on the climbing net can be repaired by Aspire rather than replaced.

Although the replacement cost of the sand is high, it is lower than the cost of replacing the surface with another material. The sand cannot be contained more effectively without creating other health and safety issues.

The council resolved to accept the quote and to commission the work.

Proposed:	Cllr McClintock	Seconded:	Cllr P Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.7. KALC membership

The council resolved to continue with the KALC subscription as it is a type of insurance policy and councillors and staff regularly access the training.

Proposed:	Cllr McClintock	Seconded:	Cllr P Barker
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

15.8. Coleman's Kitchen

Background information was provided with meeting pack. The CMO are enthusiastic about a Friends group for the woodlands, however a tree survey needs to be carried out to create a baseline of the current situation.

It was noted that this will also affect residents in Chartfields and those already living in Chilmington.

The council resolved to contribute £500 funding towards the tree survey. The PC would prefer that the whole wood be surveyed rather than just certain parts and would consider further funding at a future meeting if this should be needed.

Proposed:	Cllr McClintock	Seconded:	Cllr Wiffen
Vote In Favour: 10	Vote Against: 0	Abstain: 0	MOTION CARRIED

16. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Please see Appendix Two

The council thanked Paula for her work on the successful Easter Trail

17. Correspondence

- Most correspondence is now via email and these have been forwarded where appropriate

18. Items for Information or Agenda for Next Meeting

- A28 wooden horse
- Yellow Land sale
- Tree survey findings
- Logo

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held, with staggered arrival times, on **Monday 17 May 2021 starting at 7.00pm at Great Chart Village Hall**

The meeting closed at 10:00pm

Signed as a true record by:

Cllr McClintock _____

Date: _____

Appendix One

Planning Decisions

March/April 2021

Planning application Number 18/00733/CONB/AS

Land adjacent The Barn, Chilmington Green Lane, Chilmington Green, Discharge of conditions 5,6,7,8,16 & 19 **ABC: Permit PC: General comment on road width**

Planning application Number 20/01702/AS

Site Office on Parcel B, Land and Chilmington Green, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH Variation of delivery of planning conditions 27 and 29 of outline planning approval, reference: 12/00400/AS dated 06/01/2017 relating to 'Access C - the southern access roundabout' to be provided in accordance with the proposed details shown on drawing 131065/A/02 and be fully constructed and open for use by traffic, and, agree a plan by the Local Planning Authority following consultation with the Highway Authority, showing how Chilmington Green Road is to be closed to all vehicular traffic at the location shown on drawing 'OPA05R1: Access & Strategic Vehicular Routes Plan' prior to the occupation of the 2000th residential dwelling on site. – **Withdrawn by applicant**

Planning Application number 21/00052/AS

Unit 1, Sandy Lane Farm, Sandy Lane, Great Chart, Ashford, Kent TN26 1JN, Erection of two additional 8m x 10m buildings for use in connection with existing motor vehicle business. **ABC: Permit PC: No Comments**

Planning Application number 21/00086/AS

Annexe at, 1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW Removal of condition 4 on planning permission ref 16/00653AS to allow annexe to be occupied independently. **ABC: Permit PC: Objecting**

Planning Application number 21/00146/AS

8 Harvest Way, Singleton, Ashford, Kent, TN23 5WR Single storey rear extension to garage and conversion to habitable accommodation **ABC: Permit PC: No Comments**

Planning Application number 20/01806/AS

Land North of Stubbs Cross, Magpie Hall Road, Kingsnorth, Kent Construction of a Wastewater Pumping Station with associated vehicular access and landscaping bund. **ABC: Permit PC: Objecting**

Planning Application number 20/01745/AS

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY For the erection of 55x9m storage unit. **ABC: Permit – PC: Support**

Planning Application number 20/01503/AS

Coldharbour Farm Bungalow, Daniels Water, Great Chart, Ashford, Kent, TN26 1JY Installation of sand school, erection of a pole barn on agricultural land. Extension of a

balancing pond and the change of land from agricultural to pond (sui generis)
(retrospective) **ABC: Permit PC: No Comments**

Planning Application number 21/00276/AS

Coach House, Ashford Road, Great Chart, Ashford, Kent, TN26 1JL Installation of freestanding Air Resource heat pump to rear of property. **ABC: Permit PC: Support**

Planning Application number 21/00220/AS

30 Haymakers Lane, Singleton, Convert part of existing garage into study. **ABC: Permit PC: Support**

Draft Minutes

Appendix Two

Clerk's Report – April 2021

COVID Pandemic update: From 12th April 2021 the rules around what you can or cannot do will change which means that some of the COVID-19 restrictions will be lifted. To find out more about which services will be reopening please visit the Governments [website](#).

Event: The Easter Egg Trail proved to be very popular over the Easter Holidays. It was lovely to see so many families taking part.

I am pleased to say that the **Pop-Up Café** is finally returning (subject to COVID guidelines). The sessions will start from 11.00 am and finish at 1.00 pm, the dates are:

14th July – Singleton Village Hall

11th August- Great Chart Village Hall

15th September – Singleton Village Hall

13th October – Great Chart Village Hall

10th November – Singleton Village Hall

15th December – Great Chart Village Hall



Training: Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to **reset your login details** with your new email if you have not already done so? Please email to Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Great British Spring Clean: It would be fantastic if this year the Parish Council pledged to take part in the Great British Spring Clean, the event will take place between 28th May – 13th June. We could have groups of two and cover a large area and as many streets as possible. Please let me know if you would like to take part and if yes, what streets/areas you are proposing to litter pick. This will help me to arrange collection of the rubbish collected.

The Police Cadets will be doing a litter pick in the parish on Saturday, 17th April, you are welcome to join that event too, starting at 1.00 pm from Singleton Village Hall.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [website](#) or download the app on your smart phone.

Social Media: Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊

Planning Decisions

April - May 2021

Planning application Number 21/00321/AS

43 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD Proposed two storey rear extension. **ABC: Permit PC: Support**

Planning application Number 18/00677/CONA/AS

Land at Chilmington Green, Ashford Road, Great Chart, Kent, Discharge of Condition 1 **ABC: Refuse PC: No Comment**

Planning application Number 19/01032/CONA/AS

Parcel R, Land at Chilmington Green, Ashford, Road, Great Chart, Kent Discharge condition 9 **ABC: Refuse PC: Support**

Planning application Number 21/00352/AS

2 Greyhound Chase, Singleton, Ashford, Kent, TN23 5LL Two storey rear extension with part pitched part flat roof light to ground floor extension, solar tunnel to the existing roof. **ABC: Refuse PC: Object**

Planning Application Number 18/00207/AM04/AS

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green Amendment to application 18/00207/AS (Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure) for the Insertion of doors to 50% of car barns on Plots 1 and 2. **Amended Plans Approved.**

Planning Application Number 18/00207/AM05/AS

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green Amendment to application 18/00207/AS (Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure) amended soft landscape plans, incorporating the following tree species substitutions in line with KCCs comments: Tilia x euchlora substituted with Tilia cordata Rancho. Malus Everest substituted with Crataegus x lavalleei Malus Rudolph substituted with Crataegus x prunifolia Splendens Malus Trilobata substituted with Sorbus aucuparia Asplenifolia **Amended Plans Approved.**

Planning Application Number 18/00207/AM06/AS

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green Non-material minor amendment to application 18/00207/AS (Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure) for french doors in lieu of window to rear elevation of plot 91. **Amended Plans Approved**

Planning Application Number 21/00340/AS

Oaklands, Sandy Lane, Great Chart, Ashford, Kent, TN26 1JN **ABC: Refuse PC: Support**

Planning Application Number 21/00099/AS

68 Bucksford Lane, Singleton, Ashford, Kent, TN23 4YR Lawful development certificate – proposed single storey rear extension. **ABC: Proposed Use/Development Would be Lawful**

Planning Application Number 21/00344/AS

Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX Lawful Development Certificate- proposed – Erection of timber framed Annexe **ABC: Proposed Use/Development would be lawful**

Planning Application Number 20/00303/CONA/AS

Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Discharge of conditions: 3a, 4 & 8 **ABC: Grant Consent**

Planning Application Number 18/00733/CONC/AS

Land adjacent The Barn, Chilmington Green Lane, Chilmington Green, Discharge condition 4,20 **ABC: Permit PC: No Comments**

Great Chart with Singleton Parish Council

Parish Council Committees and members

Committee	Members 2019-20		Members 2021-2022
Finance Committee	Cllrs Darvill, Tate, P Barker, McClintock and Wiffen	Committee members remained the same in 2020-2021 due to COVID pandemic.	
Staffing Committee	Cllrs Wiffen, Y Barker and Sullivan and Angus Willson		
Amenities and Open Spaces Committee	Cllrs Gathern, P Barker and Wiffen		
Complaints Committee	Cllrs Darvill, Y Barker, Gathern, McClintock and Tate		
Chilmington Green Planning Working Group	Cllrs Y Barker, Sullivan, Tate, P Barker, McClintock and representatives of the public		
Great Chart Playing Fields Association	Cllrs P Barker, McClintock, Sullivan and Y Barker		

Great Chart with Singleton Parish Council Representatives to Outside Organisation

Organisations	Representatives 2019-2020	Representatives 2020-2021 were same as previous year due to the COVID Pandemic	Representatives 2021-2022
Toke and Streeter Almshouses	Cllr Tate		
Kipps & Morecock	Cllr McClintock		
Great Chart Village Hall	Cllrs Tate and McClintock		
Singleton Village Hall	Cllrs Wiffen		
Bean Fund	Cllr McClintock (ex officio)		
Barrow & Spade Brigade	Cllrs P Barker and Gathern		
KALC (Ashford) Forum	Cllr Y Barker and P Barker		
Parish Forum	Cllr Wiffen		
Chilmington Green Stakeholders	Cllrs Y Barker, McClintock and Wiffen		
Great Chart War Memorial Trusts	Cllr McClintock (ex officio)		
Friends of Singleton Lake	Cllr McClintock		
Singleton Spaces	Cllr McClintock		

Great Chart with Singleton Parish Council

Employees Appraisal Policy

Introduction

- a) Great Chart with Singleton Parish Council is committed to maximising individual performance and potential and will provide the necessary feedback, support and training to ensure that high standards of performance are maintained throughout the organisation. Appraisal meetings are an opportunity for employees to seek and receive high quality, responsive and balanced feedback on their work performance from the council. It is also an opportunity to identify and plan for future individual learning and development needs.
- b) The key to staff appraisal meetings is that there should be no surprises. This is because staff appraisals must not exist in isolation but should be part of an ongoing process in which both the Chair or Vice Chair (on behalf of the council) and employees have a responsibility. An appraisal is a formal event happening each year, but there will be several regular, informal conversations between the Chair/Vice Chair and employee in the interim to follow up on the action plan.
- c) Great Chart with Singleton Parish Council recognises that successfully undertaking the role of an appraiser requires that person to have received appropriate training. The Council will therefore ensure that prior to a Councillor being requested to undertake the role of an appraiser, such training will be made available if appropriate.

Procedure and reporting of Appraisal

Schedule for Appraisals

- a) Great Chart with Singleton Parish Council operates the following schedule for appraisals:
 - i. Staff on a probationary period will receive an appraisal at 4 weeks employment, 8 weeks of employment and a final probationary sign off appraisal at 12 weeks employment.
 - ii. If the employee is not at a required standard at the 12 week appraisal, the decision may be taken to terminate employment at that point, or extend the probationary period. If the probationary period is extended this will be noted in the employee's personnel file.
 - iii. Monthly appraisals will continue until the employee is signed off from the probationary period. (***The decision to terminate employment or extend a probationary period must be taken to a meeting of the Council to be authorised before any action is taken. It will therefore be necessary to plan ahead and to ensure that this item is an agenda item before the end of the employee's probationary period for a decision to be made.***)
 - iv. Once the probationary period has been completed, appraisals will be normalised and carried out annually, normally in March.

- b) Where it is known that an employee is due to commence a long period of absence, e.g. maternity leave, this will be factored into the objective timescales and where appropriate, an appraisal will be held before the absence starts. Where an employee misses a scheduled appraisal meeting due to sickness absence, it will be rearranged to take place following their return.

Reporting of Appraisal to Council

- c) Once the Appraisal has been completed and signed by the appraiser, the employee and the alternative trained Councillor, the Chair or Vice Chair (the appraiser) will provide a written summary for Councillors to note and for Council to consider any changes required to the employee's hours or training requirements. Any change in the employee's terms and conditions must be agreed jointly by the Council and employee.

Interview Preparation

- d) Appraisals shall be carried out in a formal interview between the employee and a suitably trained member of the Council. In the case of the Clerk and RFO, the interview will be with the Chair or Vice Chair. Each party needs to prepare for the meeting. The appraiser is responsible for scheduling the appraisal interview date.
- e) Employees should be given adequate notice of appraisal interviews. Self-assessment forms completed by employees before their interviews can help them detail what they think have been their strong and weak points; what they see as barriers to effective performance; their plans for the coming year and their development and training needs. Self-assessment forms are an aide memoire to the individual and they do not have to be shown to the person conducting the appraisal.
- f) For the appraiser, preparation should be ensuring they are clear on what is included in the employee's job description and any previous appraisals completed. They should also be aware of any training the employee has completed since the last appraisal, and any grievances or disciplinary action taken. The appraiser should consider the overall results attained by the employee and, where the results have been significantly greater or lower than expected, possible reasons for variations in performance. This will be easier if notes have been made throughout the year of the employee's successes and failures, and any performance related developments beyond the employee's control. It is a good idea to also draft a list of objectives for the following year. Appraisers may find the self-appraisal form a useful checklist when making their own preparations.

The Interview

- g) At least one hour should be set aside for the appraisal interview. The venue should be mutually agreed and should be comfortable and arranged to create an informal atmosphere. The interview should be free from interruptions.

- h) The appraiser should explain the purpose and scope of the interview, this being to:
 - i. **Review:** previous objectives and discuss the employee's actual performance.
 - ii. **Explore:** what factors affected individual performance examining both internal and external constraints and issues.
 - iii. **Agree:** future performance objectives and identify any support and development plans for the future. Targets set should be achievable and realistic and in light of available resources including time and should be capable of being monitored.
 - iv. **Plan:** identify training and development needs and plan for implementation including costs and timescales.
- i) The appraiser should initially ask the employee to go through the self-appraisal form to:
 - i. Encourage the employee to discuss his or her strengths and weaknesses
 - ii. Discuss how far agreed objectives have been met
- j) From this the appraiser and employee should:
 - i. agree future objectives
 - ii. discuss any development needs appropriate to the existing job or the employee's future in the organisation, for example: training, education, work experience
 - iii. summarise the plans which are agreed
- k) If there are disagreements the appraiser should explain how the employee can appeal against his or her appraisal.

After the interview

- l) After the interview, the appraiser should write up a summary of the main points from the meeting and any objectives agreed using the Appraisal Form. The completed form should be passed to the alternative trained Councillor for counter signing/amendment. It should then be forwarded to the employee for checking and comments and be signed by both the employee and appraiser with a copy to be retained by the employee and a second signed copy stored by the appraiser.
- m) If the appraisal scheme is to have credibility, it is essential that appraisers follow up any points arising from the interview and carry out any agreed action. For example, it may be necessary to organise training or help to overcome any obstacles to the employee's effectiveness which were mentioned at the interview.
- n) In the event of event of an appraisee having issues with the written appraisal, the appraisee will first discuss the matter with the appraiser.
- o) If resolution is not forth coming at that point, then the appraisee shall request that in a timely manner the areas of concern may be discussed with the alternative appraisal trained Councillor. If, following such discussion, the appraisee considers that the issues raised in the write up of the appraisal are not a fair representation of the appraisal, the appraisee may request that the matter is put before the full Council in a private session.

- p) If further escalation of the issues is required, the ACAS procedures will be adhered to.

1. Guidance for Appraisers

- a) Prior to the formal appraisal, preparation should be done by both parties. The appraiser should look at objectives set at any previous appraisals, while the employee should give due consideration to any points they want to bring up. It is important for the success of the process that appraisals are conducted with an eye on the bigger picture.
- b) Be prepared**
Prepare by referring to a list of agreed objectives and notes on performance throughout the year.
- c) Create the right atmosphere**
A successful meeting depends on creating an informal environment in which a full, frank but friendly exchange of views can take place. It is best to start with a fairly general discussion before getting into any detail.
- d) Work to a clear structure**
The meeting should be planned to cover all the points identified during preparation with time allowed for individuals to fully express their views.
- e) Use positive feedback**
Where possible, reviewers should begin with praise for some specific achievement, but this should be sincere and deserved. Praise helps people to relax – everyone needs encouragement and appreciation.
- f) Let the employee do the talking**
This enables them to get things off their chest and helps them to feel that they are getting a fair hearing. Use open questions to encourage people to be expansive.
- g) Invite self-appraisal**
This is to see how things look from the employee's point of view and to provide a basis for discussion as many people underestimate themselves.
- h) Performance, not personality**
Always refer to actual events, behaviour and results.
- i) Encourage analysis of performance**
Performance should be analysed jointly and objectively why things went well or badly and what can be done to maintain a high standard in the future.
- j) Don't deliver unexpected criticisms**
Feedback on performance should be immediate and should not wait until the end of the year. The purpose of the formal review is to reflect briefly on experiences during the review period and to look ahead. Any specific

complaints/criticisms from employer/employee should be dealt with separately during the year by using the agreed grievance/complaints procedure within the organisation. These are not matters to be dealt with within the context of the staff appraisal.

k) Agree measurable objectives and a plan of action

The aim should be to end the review meeting on a positive note. There should be an outcome from an appraisal; either a continuation of previous behaviours and conduct, or a change to the employee's role that improves the situation both for them and the organisation.

Review date:

Signed: _____ Dated: _____
Chair, Great Chart with Singleton Parish Council

Example 2 XXXXXX Council

STAFF APPRAISAL FORM

Section 1: Employee to Complete this Section

(Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance)

Name:

Post:

Date Appointed to Current Job:

1. Performance Over the Review Year

1.1 How would you describe your overall performance in the past twelve months?

1.2 Which parts of your job have you performed most effectively?

1.3 Which parts of your job have not gone so well?

1.4 State any part of your job description that you are not doing.

1.5 State any areas of work which are not in your job description.

2. Your Skills and Expertise

2.1 What are your key strengths in your job?

2.2 What additional skills and expertise have you gained over the period?

2.3 Do you possess skills and strengths not fully used in your job?

3 Development Needs

3.1 What parts of your job do you find most difficult and why do you find them difficult?

3.2 Has a lack of a particular experience or skill affected your performance?

3.3 What additional training have you undertaken during the review period?

3.4 How effective has this training been?

3.5 What additional training or experience would now be of benefit to help you achieve future targets/objectives?

Objective/Target Setting

(Use your job description and any Council's aims and objectives to consider what you intend to achieve next year)

3.6 What potential individual objectives/targets do you want to discuss with your appraiser?

3.7 What potential objectives/targets have high priority?

3.8 Describe any particular help and/or support you feel you need to achieve your objectives/targets.

Section 2: Appraiser to Complete This Section

Name(s)

Date of Appraisal:

Period Covered From:

To:

*Consider what the employee has written in Section 1 and make comments in this section (**Section 2**). When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in **Section 3**. You should obtain the employee's comments and signature in **Section 4** and give the employee a copy of the full document for their records.*

- 1. Agreed Objectives** *(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives).*

1.

2

3

4.

5.

2. Comments

2.1 Comment on identified main achievements (*add anything else that was done particularly well*)

2.2 Comment on work or anything else which has not gone well

2.3 Comment on any tasks that should no longer be in the job description and any that should be included

2.4 Give your overall assessment of the employee's performance during the last twelve months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

Section 3: Future Plans

(this section provides an opportunity to record objectives for the coming year, agree training/development plans)

- 1. Agreed Objectives** *(although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives.*

1.

2

3

4.

5.

2. Training/Development actions

Section 4: Employee Comments

(This section provides space for the employee to comment on the completed form and the appraisal process)

Signature of Appraisee _____

Signature(s) of Appraiser(s) _____

Date _____

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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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their 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 chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair 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

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immediately before it is put to the vote.

- o Unless permitted by the chair 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;
 - ii. to move or speak on another amendment if the motion has been amended since they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their 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 chair 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 their 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 3 minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair 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.

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.

Meetings to be hosted remotely if legislation permits.

- 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 for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- 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

Great Chart with Singleton Parish Council

give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 3 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l 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 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.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n 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.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present

at the meeting shall preside at the meeting.

- q 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.
- r The chair 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 their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t 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.
- u 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 their right to participate and vote on that matter.
- v 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.

- w 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.
- x A meeting should not exceed a period of 2.5 hours.

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 3 days before the meeting that they are unable to attend;

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- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair 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 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 7pm.
- 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 Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

Great Chart with Singleton Parish Council

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair 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 Chair 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;
 - 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 and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. 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;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair 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 chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. 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 five councillors to be given to the Proper Officer in accordance with standing order 9, 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 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. 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 chair of the meeting.

9. 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(b), 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(b) 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 seven clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair 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.

10. **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.

11. **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).
- 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.

12. 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 10(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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair 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 their 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 12(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.

13. **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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they 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 the Proper Officer 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 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, 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 13(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.

14. **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 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair 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 14(d).
- 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.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff 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:

Great Chart with Singleton Parish Council

- 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 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their 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. hold a copy of every councillor's register of interests;
- 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;
- 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 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 23*);

Great Chart with Singleton Parish Council

- 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 electronically.
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two 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 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **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 as soon as practicable after 30 June, 30 September and 31 December in each year 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.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- 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 1 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 14 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 unless legislation states otherwise.

18. 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 18(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 regardless of what other means it uses to advertise the opportunity.
- 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 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.

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the staffing committee at its next meeting.
- c The chair of the staffing committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer and Responsible Finance Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee.
- 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 chair of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer or Responsible Finance Officer relates to the chair of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing committee.
- 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 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **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.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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.

22. **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.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY 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 District and County Council or Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council or Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **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 6 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 chair of a meeting as to the application of standing orders at the meeting shall be final.

(Kent) Code of Conduct for Members

Readopted at the Parish Council Meeting on 13th July 2020

Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from the Monitoring Officer or your own legal adviser — but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, where you have a Disclosable Pecuniary Interest it is a criminal offence if, without reasonable excuse, you
 - (a) Fail to notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member.
 - (b) Fail to disclose the interest at Meetings where the interest is not entered in the Authority's register.
 - (c) Fail to notify the Authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the Authority's register and is not the subject of a pending notification.
 - (d) Take part in discussion or votes, or further discussions or votes, at Meetings on matters in which you have the interest which are being considered at the meeting.
 - (e) Knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Monitoring Officer that you have failed to comply with the Code will be dealt with under the arrangements adopted by Ashford Borough Council for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

THE CODE

1. Interpretation

In this Code:

"Associated Person" means (either in the singular or in the plural):

- (a) a family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

"Authority" means the Great Chart with Singleton Parish Council

"Authority Function" means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

"Code" means this Code of Conduct.

"Co-opted Member" means a person who is not a member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
 - (b) is a member of, and represents the Authority on, any joint committee or joint sub-committee of the Authority;
- and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting of that committee or sub-committee.

"Disclosable Pecuniary Interest" means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

"Interests" means Disclosable Pecuniary Interests and Other Significant Interests.

"Meeting" means any meeting of:

- (a) the Authority;
- (b) the executive of the Authority;
- (c) any of the Authority's or its executive's committees, sub-committees, joint committees and/or joint sub-committees.

"Member" means a person who is a member of the Authority and includes a Co-opted Member.

"Other Significant Interest" means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) in any business of the Authority which:

- (a) may reasonably be regarded as affecting the financial position of yourself and/or an Associated Person to a greater extent than the majority of: -
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in other cases) other council tax payers, ratepayers or inhabitants of the Authority's area; or
- (b) relates to the determination of your application (whether made by you alone or jointly or on your behalf) for any approval, consent, licence, permission or registration or that of an Associated Person;

and where, in either case, a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment of the public interest.

"Register of Members' Interests" means the Authority's register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

"Sensitive Interest" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:

- (a) act in accordance with the Authority's reasonable requirements and
- (b) ensure that such resources are not used improperly for political purposes (including party political purposes).

(2) You must not:

- (a) bully any person;
- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the written consent of a person authorised to give it; or
 - (ii) you are required by law to do so; or
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Authority
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

Registering Disclosable Pecuniary Interests

4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer

before the end of 28 days beginning with the day you become aware of the existence of the interest.

Declaring Interests

5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.
 - (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest in any matter to be considered, or being considered, at the Meeting, you must:
 - (a) disclose the Interest; and
 - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation or are acting under para 5(4):
 - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
 - (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority (including making an executive decision), you must:
 - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
 - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
 - (c) not seek improperly to influence a decision about the matter.
 - (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
 - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (b) withdraw from the Meeting room in accordance with the Authority's Procedure Rules.

Sensitive Interests

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
 - (2) You must, before the end of 28 days beginning with the day you become aware of any

change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the Monitoring Officer asking that the information be included in the Register of Members' Interests.

- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

Gifts and Hospitality

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the parish clerk of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality with the parish clerk.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the parish clerk does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dispensations

- 8.(1) The Authority or any Committee, or sub-committee of the Authority or the parish clerk (where authorised) may, on a written request made to the clerk (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Authority or any Committee, or sub-committee of the Authority or the clerk (where authorised) considers that:
 - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or

- (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
 - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
 - (d) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

SELFLESSNESS: You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

INTEGRITY: You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

ACCOUNTABILITY: You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

OPENNESS: You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

HONESTY: You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

LEADERSHIP: Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

"the Act" means the Localism Act 2011

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

"director" includes a member of the committee of management of an industrial and provident society

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

"M" means a member of the relevant authority

"member" includes a co-opted member

"relevant authority" means the authority of which M is a member

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

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract which is made between the relevant person (or a
	body in which the relevant person has a beneficial interest) and the relevant authority: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

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

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

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

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

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

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

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

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

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

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

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

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

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

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

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

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

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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

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

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

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

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

The recommendations cover:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Items for Approval for Payment May 2021

Method	Items for Approval for Payment in May 2021	Description	Total payable	VAT
Bacs	HMRC	May Contribution	£1,659.96	
Bacs	Salary	May salaries	£5,023.54	
Bacs	Kent Pension Fund	April Pension Contribution	£909.40	
Bacs	ADM	Domain Name renewal 2 years	£108.00	£18.00
Bacs	JRB enterprise	Two dog glove waste bag dispensers	£198.60	£33.10
Bacs	JRB enterprise	Dog glove refills	£223.20	£37.20
Bacs	Burden Bros Agri Ltd	Monthly maintenance fee	£38.98	£6.50
Bacs	Bounty Pest Control	Consultancy Survey and Report of Bradbridge Green	£180.00	
Bacs	Parish Noticeboards	2 Noticeboards for Chilmington	£1,836.00	£306.00
Bacs	Playdale	Gate spring to replace spring at Great Chart Playpark	£62.52	£10.42
Bacs	Kent Councy Council	Hoxton Close 20 mph speed limit scheme	£1,448.00	
Bacs	Zurich	Singleton Spaces insurance	£1,901.91	
Bacs	Reimburse Assistant to Clerk	200 C6 Envelops for Easter egg Trail	£9.75	£1.63
Bacs	Medash Signs	Information Signs for Cuckoo Park	£64.80	£10.80

Total: £ **13,664.66** **£423.65**

Approved:

Date:

* For information only

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	Precept	£ 134,755.00	
Bacs	Metro Bank	Interest received	£ 5.16	

Total: £ **134,760.16**

Singleton Extension Project- S106 Funds

	None to report			

Total: £ **-** **£0.00**

Credit Card Payments

	Credit card payment items for Information	Description	Total paid	VAT
Account Number: 19079376				
	Plusnet	Telephone and Broadband	£62.60	£ 10.43
	Multicolour Limited	Danish Oil to treat wooden furniture at Cuckoo Park	£79.77	£ 13.30
	Amazon	Paint and Graffiti removal	£12.59	£ 2.10
	Diva Package	paint spray	£4.36	£ 0.73
	Amazon	Graffiti remover	£15.09	£ 2.52
	Aardvardk Janitorial Supplies	Black refuse sacks	£17.00	£ 2.83
	MVR Autoparts Ltd	Sticky stuff remover	£4.01	£ 0.67
Credit card Account: 24056805				
	Dial Direct	Van Insurance	£50.40	
	Sainsbury's	Diesel and unleaded petrol	£85.13	£14.19
	B&Q	Buckets, sponge, brush and algae remover to clean street name plates	£21.38	£3.56
	Wilko	White spirit and water sprayer	£11.25	£1.88
	Wickes	WD40, Quick set concrete, timber fence post	£59.00	£9.83

Total:	£ 422.58	£ 62.04
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Cuckoo Park

Youth Shelter- Proposed repair work

The Annual Play Park inspection report has identified evidence of rot in the timber posts of the youth shelter. Prokil a Structure Survey Company carried out further inspection and, in their report, recommended the following options for consideration.

Option 1

To treat all timber pillars with a woodworm treatment and a protective Creosote clear based product.

To refix and reinforce the 4 wooden benches which are loose.

To reinforce the 4 wooden trunks with a timber ballard post.

Total for the above: £1,320.00

VAT @ 20%: £ 264.00

Total amount including VAT: £1,584.00

Option 2

To treat all timber pillars with a woodworm treatment and paint a waterproof slurry grey protective coat.

To refix and reinforce the 4 wooden benches which are loose.

To dig out, compound and reinforce the 4 wooden trunks with metal reinforcement.

Total for the above: £1,950.00

VAT @ 20%: £ 390.00

Total amount including VAT: £2,340.00

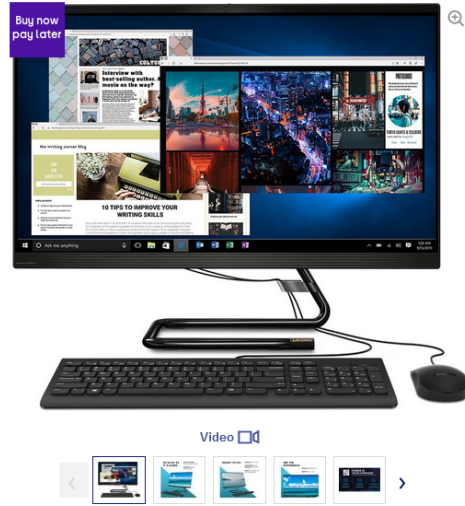
Replacing the structure to like to like would be too expensive therefore the recommendation is to repair and reinforce the structure as per option 2 above.

Price Match Guarantee Share

LENOVO IdeaCentre AIO 3i 27" All-in-One PC – Intel® Core™ i5, 512 GB SSD, Black

Product code: 293975

★★★★★ Read 161 customer reviews | Ask an owner



Product features

- Intel® Core™ i5-10400T Processor
- RAM: 8 GB / Storage: 512 GB SSD
- Full HD display

- 👉 FREE next day delivery on this product. Enter code **FREENEXTDAYDELIVERY** at checkout. [More info](#)
 - 👉 Get 3 Months Extra of Microsoft 365 when bought with this product. [More info](#)
 - 👉 Pay nothing for 6 months, then pay balance at month 6 & pay no interest. 24.9% APR Representative* [More info](#)
- + 1 more offer



Available services

Care & Repair

We'll fix your item within 7 days. If we can't, we'll replace it with a new one. Care & Repair packages available. T&C's apply. [More info](#)

Monthly
£8.00 a month
Annual equivalent £96.00

2 years plan
£140.00
Save £52.00 vs Monthly plan

3 years plan
£180.00
Save £108.00 vs Monthly plan

£699.00

Pricing options: ①

- £699.00**
One-off payment
- £26.85 a month**
Spread the cost over 36 months
(24.9% APR representative variable)

Representative example: Credit amount £699.00. Pay 36 monthly payments of £26.85. Total amount payable £966.60. Rate of interest 24.9% (variable) 24.9% APR representative variable.
Credit not available on order & collect purchases. Please select delivery for credit purchase options. [More info](#)

[Add to basket](#)

[Save for later](#)

Check availability in your area

Enter town or postcode

or

FREE delivery available
[More info](#)

Order online to collect in store
[More info](#)

95% of our customers would buy again from Currys
Reevoo Based on 458,496 reviews

<https://www.currys.co.uk/gbuk/computing/desktop-pcs/desktop-pcs/lenovo-ideacentre-aio-3i-27-all-in-one-pc-intel-core-i5-512-gb-ssd-black-10208089-pdt.html>

PCSPECIALIST SYSTEM SUMMARY - WWW.PCSPECIALIST.CO.UK - FINANCE IS AVAILABLE FOR ORDERS ABOVE: £350.00



Case

PCS 3312B BLACK CASE

Processor (CPU)

Intel® Celeron® Dual Core Processor G5905 (3.50GHz) 2MB Cache

Motherboard

Gigabyte H410M H V2: Micro-ATX, DDR4, USB 3.2, SATA 6GBs

Memory (RAM)

8GB Corsair VENGEANCE DDR4 2400MHz (1 x 8GB)

Graphics Card

INTEGRATED GRAPHICS ACCELERATOR (GPU)

1st Storage Drive

256GB PCS 2.5" SSD, SATA 6 Gb (500MB/R, 400MB/W)

2nd Storage Drive

1TB SEAGATE BARRACUDA SATA-III 3.5" HDD, 6GB/s, 7200RPM, 64MB CACHE

External DVD/BLU-RAY Drive

8x Slim USB 2.0 External DVD-RW

Power Supply

PCS 250W 80+ BRONZE POWER SUPPLY

Power Cable

1 x 1 Metre UK Power Cable (Kettle Lead)

Processor Cooling

STANDARD CPU COOLER

Thermal Paste

STANDARD THERMAL PASTE FOR SUFFICIENT COOLING

Sound Card

ONBOARD 6 CHANNEL (5.1) HIGH DEF AUDIO (AS STANDARD)

Network Card

10/100/1000 GIGABIT LAN PORT

Wireless Network Card

WIRELESS 802.11N 300Mbps/2.4GHz PCI-E CARD

USB/Thunderbolt Options

MIN. 2 x USB 3.0 & 2 x USB 2.0 PORTS @ BACK PANEL + MIN. 2 FRONT PORTS

Operating System

Windows 10 Home 64 Bit - inc. Single Licence [KK3-00002]

Operating System Language

United Kingdom - English Language

Windows Recovery Media

Windows 10 Multi-Language Recovery Image - Unlimited Downloads from Online Account

Office Software

FREE 30 Day Trial of Microsoft 365® (Operating System Required)

Anti-Virus

BullGuard™ Internet Security - Free 90 Day License inc. Gamer Mode

Browser

Microsoft® Edge (Windows 10 Only)

Monitor

IYAMA G2440HSU-B1 24" Monitor

Keyboard & Mouse

LOGITECH® MK540 WIRELESS KEYBOARD & MOUSE COMBO

Mouse

Razer® Basilisk X Hyperspeed Wireless Mouse

Speakers

LOGITECH S150 2.0 BLACK SPEAKER SYSTEM

Webcam

ASUS Webcam C3 1080p 30 fps recording

Warranty

3 Year Standard Warranty (1 Month Collect & Return, 1 Year Parts, 3 Year Labour)

Delivery

STANDARD INSURED DELIVERY TO UK MAINLAND (MON-FRI)

Build Time

Standard Build - Approximately 10 to 12 working days

QTY	£590.00 ex VAT
1	£708.00 inc VAT and Delivery

Current estimated lead times: 10 to 12 working days.

Other Features Included As Standard...**Software**

Blu-ray viewing software is included with all Blu-ray drives.

Ports

Each computer comes with 1 x PS/2 keyboard port and either 1 x PS/2 mouse port or USB ports.

Fans

Where necessary your computer will come with extra case fans fitted.

Support

We offer lifetime **hardware** technical support and we're open Monday - Friday 9am - 8pm (Saturdays 9am - 5pm) with no expensive call charges.

Cables & Manuals

A power cable, all drivers, manuals, and a heatsink & fan are included with every order.

Service

Our computers come fully assembled & thoroughly tested. We are so confident in the quality of our computers that we offer a free collection and re-delivery service should you ever have a problem with your computer. The free collection and re-delivery period is specified within your chosen warranty option.

Installation

If you order an operating system it will come fully installed with a genuine licence key (hard-coded into your BIOS).

Packaging

Your computer will arrive in a multi-adjustable double walled computer system pack. This packaging has been specially designed for your computer and includes shock absorbing cushion foam end caps and a top fitting box with lifting handles. Internal Instapak™ packaging is included **free of charge** with certain large case/powerful GPU combinations.

Low Total Cost of Ownership

Taking into consideration our low cost telephone support, free collection warranty service* and our strive to use energy efficient components where possible, the total cost of ownership is reduced as much as possible.

Right to Cancel

Providing the goods are unused and in a resaleable condition, you have a right to cancel any order within 14 days without giving any reason. For further details on how to cancel an order, please [click here](#). Business customers excluded.

And Finally

If you are lucky enough to have seen a cheaper quote, [click here](#).

Finance Example

Personal Finance Business Finance

Representative Example:

Buy Now Pay Later (12 Months / 60)

Price:

£708.00

Deposit:

£7.08

Total Amount of Credit:

£700.92

Interest Rate:

11.24% Fixed

Deferred Period:

Nothing to pay for 12 months (If you pay off the remaining balance of £700.92 during this period no interest will be charged, however a one-off early settlement fee of £29.00 will apply).

Monthly Instalments:

48 instalments of £22.81 per month.

Representative APR:

16.9% APR Representative

Total Charge For Credit:

£393.96

Balance Payable:

£1,094.88

Total Amount Payable (Inc. Deposit):

£1,101.96

HOW MUCH CAN I BORROW?

If you are a consumer and you are looking to purchase on a finance agreement, we recommend that you check how much you might be eligible to borrow before you apply. This will not only let you know if you are likely to be approved for finance, but it will also tell you how much you could borrow!

- ✓ Does not impact your credit rating.
- ✓ Helps you to adjust the order value to within your borrowing limits.
- ✓ Helps you decide how much deposit to pay by credit card and how much to pay on a finance agreement.
- ✓ Allows you to increase or decrease the order value before you apply.
- ✓ Quickly informs you should you not be eligible for finance.

[CHECK FINANCE ELIGIBILITY](#)



IT & Internet Consultancy

Network 79 Ltd
Suite 6b, KPC Business Centre
Canterbury Road
Ashford
Kent
TN24 0BP

01233 270270
robin@n79.net

Quotation

Singleton Environment Centre United Kingdom
--

Quote Number:	11452
Quote Date:	27/04/2021
Valid For:	7 Days
Account:	SING01
Quote Ref:	

VAT Registration No: 851671028

Qty	Description	Rate	Total	VAT
1	i5 2.9Ghz, 8Gb RAM, 480Gb SSD, built-in wifi, Keyboard+Mouse set, Windows 10, configured and installed	369.99	369.99	74.00
1	24" Monitor with built in speakers	83.33	83.33	16.67

Total Net Amount: £453.32
VAT @ 20%: £90.67
Quote Total: £543.99

Clerk's Report – May 2021

Welcome back to our very first face to face meetings! It is lovely to see you all again in person. What a strange year we had!

COVID Pandemic update: From 17th May 2021 the rules around what you can or cannot do will change which means that some of the COVID-19 restrictions will be lifted. To find out more please visit the Governments [website](#).

Event: Look out for events in May and early June! We are going to run a dog poo campaign raising awareness to the blight of hanging dog poo bags in hedges. We are also going to take part in the Great British Spring Clean. Still looking for volunteers for the event 😊 so if you fancy taking part, please let me know.

Please note the dates of the **Pop-Up Café**

- 14th July – Singleton Village Hall
- 11th August- Great Chart Village Hall
- 15th September – Singleton Village Hall
- 13th October – Great Chart Village Hall
- 10th November – Singleton Village Hall
- 15th December – Great Chart Village Hall



Training: Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to **reset your login details** with your new email if you have not already done so? Please email to Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

20 mph Speed Limit: I am pleased to say that the scheme to restrict the speed limit on Hoxton Close and various other roads in Singleton has been approved and will soon be implemented. A weeklong campaign is planned to raise awareness to the new speed limit. Great Chart Primary School and John Wesley school are both designing a poster that will be displayed on a banner outside the schools reminding drivers of the new speed limit.

Green Gym: Thank you to the group for tidying up around Singleton Village Hall, also for trimming the hedge back on Bradbridge Green and for cutting the vegetation back on Great Chart Playing Fields. Here are some before and after photos:





Reporting: It is very important that if you see a fault, it is reported to the relevant authority so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [website](#) or download the app on your smart phone.

Social Media: Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊