

# RUDDINGTON PARISH COUNCIL

## **DRAFT Minutes of the Parish Council Meeting**

Held at St Peter's Rooms on Tuesday 3<sup>rd</sup> July 2012 at 7.30 p.m.

Action

### **Membership**

Councillors		P F McGowan	Chairman
	A	K S Piggott	Vice-Chairman
	A	Mrs A Auckland	
		Mrs B Breakwell	
		Miss S A Chambers	
	A	A Chopra	
		D J Hall	
	A	Mrs S Kaur Samra	
		M S McGowan	
		Mrs M Pell	
		Mrs M Robinson	
		N J Tegerdine	
		Mrs B M Venes	
		M Walsh	
	A	Mrs R Wilson	
		W A Wood	

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Ground  
staff

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

### Also in Attendance

Borough Councillor	N Boughton-Smith
G D Long	Clerk to the Council
2 members of the public	

### Apologies for Absence

Apologies for absence were received from Councillors Mrs A Auckland, A Chopra, Mrs S Kaur Samra and K S Piggott.

### Declaration of Member's Interests

Councillor Mrs B M Venes declared an interest in any item appertaining to the allotments and Vicarage Lane Cemetery.

### Minutes

The minutes of the meeting held on 15<sup>th</sup> May 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

## C. 12/1597 Matters Arising from the Minutes

### Early Day Motion – Planning Appeals (see minute C.12/1591)

The Clerk reported that the Rt. Hon Kenneth Clerk QC MP had responded to the Parish Councils request to sign the Early Day Motion on Planning Appeals. He explained that, by tradition, government ministers do not sign early day motions.

## C. 12/1598 Motion for Adjournment

**Resolved that:** The Council adjourns to allow the members of the public present to make statements on agenda items.

During the adjournment the following matters were raised:

Mr David Hollingworth commented on the Lengthsman Scheme. He considered that the Parish Council may end up paying for work that ought to be the responsibility of Nottinghamshire County Council and that the Parish Council should not participate in the pilot.

## Committee in Session

### C. 12/1599 Chairman's Announcements

#### Death of former parish councillor Peter Hartley

The Chairman informed members of the death of former parish councillor Peter Hartley, who had served on the Parish Council from 1970 to 1976. Members stood in silence for one minute as a tribute to his memory

#### 90<sup>th</sup> Birthday

The Chairman reported that he had delivered a planted arrangement to Isabel Carnahan of Fuller Street on the occasion of her 90<sup>th</sup> birthday on 22<sup>nd</sup> June 2012.

### C. 12/1600 Communications

The Clerk reported that Isabel Carnahan had written to thank the Parish Council for the planted arrangement she received on her 90<sup>th</sup> birthday.

### C. 12/1601 Questions under Standing Order No.8

There were no questions raised under Standing Order No. 8.

### C. 12/1602 Development

#### New Applications

**Resolved that:** The observations contained in Planning Schedule 677 are adopted.

### C. 12/1603 Committee Reports and Minutes

The minutes and reports as set out below were presented and motions made for approval and adoption:

Amenities Committee	2 May 2012
Environment & Community Committee	12 June 2012
Finance and Policy committee	19 June 2012

In relation to minute A. 12/971 Councillor Mrs M Pell reported that she had not attended the Parish Council Surgery on 14<sup>th</sup> April.

In relation to minute E. 12/862 Councillor Mrs M Pell pointed out that a matter relating to a possible petition by a resident regarding restricted parking on one side of Church Street had been omitted from the minutes.

#### **Resolved that:**

1. The recommendations contained in the minutes and reports mentioned above are adopted.
2. Minute E. 12/862 is amended to include reference to a possible petition regarding restricted parking on one side of Church Street.

PCO

### C. 12/1604 Resignation of Parish Councillor

The Chairman reported that he had received a letter from Arun Chopra reluctantly tendering his resignation as a councillor. He explained that he was unable to offer enough time to properly fulfil the role because of work commitments.

Members expressed their thanks for his contribution while a parish councillor.

#### **Resolved that:**

1. The resignation of A Chopra from the post of Parish Councillor is accepted.
2. A casual vacancy is declared in Easthorpe Ward.

PCO

### C. 12/1605 Risk Assessment Review

A report on the annual risk assessment had previously been circulated to members

The Clerk reported that considerable work had been undertaken since the last risk assessment. Some outstanding issues and a number of new issues were reported. All issues to be dealt with would be reported to the appropriate committee to go into their plan of work.

**Resolved that:**

1. The results of the Risk Assessment are noted.
2. The issues are reported to the appropriate committee for action.
3. The Deputy Clerk is thanked for completing this substantial piece of work.

PCO

PCO

C. 12/1606 Final Accounts for year ended 31<sup>st</sup> March 2012

Copies of the Final Accounts for the year ended 31<sup>st</sup> March 2012, together with the Internal Auditor's Report, the Annual Return and the Annual Governance Statement had previously been circulated to members.

**Internal Auditor's Report**

Members noted the comments made by the Internal Auditor in his report.

**Resolved that:** The Internal Auditor's comments are noted.

**Final Accounts for the Year Ended 31<sup>st</sup> March 2012**

Members noted the outcome of the financial year 2011/12.

**Resolved that:**

1. The Final Accounts for the year ended 31<sup>st</sup> March 2012 are adopted.
2. The Chairman and the Clerk sign the Final Accounts 2011/12.

PM/  
GDL

**Annual Governance Statement and Annual Return**

Members answered the questions contained within the Annual Governance Statement.

**Resolved that:**

1. The Annual Governance Statement is approved.
2. The Chairman and the Clerk sign the Annual Governance Statement and the Annual Return.

PM/  
GDL

C. 12/1607 Survey of Village – Parish Council Amenities  
(See minute C.12/1569 and F. 12/1105)

A survey regarding social, recreational and sporting activities within the village is being delivered across Ruddington. The Clerk reported that, to date, 189 responses had been received of which 34 had been on line. Due to delays in delivering some of the survey forms the deadline for responses had been extended to 9<sup>th</sup> July.

No detailed analysis had yet been undertaken but an overview of the response so far had indicated a wide variety of views and ideas with no predominant view on any question.

The analysis would be undertaken as soon as possible.

**Resolved that:** The above information is noted.

C. 12/1608 New Standards Arrangements

Correspondence from Rushcliffe Borough Council regarding new standards arrangements following the abolition of the Standards Board for England had previously been circulated to members.

The Chairman urged all members to read the enclosed papers with great care. The issue of councillors' standards is an important one which needed to be taken seriously.

Councillor W A Wood urged members to adopt the same system for complaints and Code of Conduct as that adopted by Rushcliffe Borough Council, in order to facilitate dealing with any issues as efficiently as possible. It would also assist anyone who was both a parish and borough councillor in having the same Code.

The Clerk reported that he had learnt since the papers were sent out that every member had to complete a new registration of interest as the registrations previously completed are now superseded. New forms were handed out to members present.

He also reported that the new regime did not include declaration of non-pecuniary interests and that the requirement to leave the room whilst matters covering an area where a councillor had declared a pecuniary interest had been removed. However, it might still be prudent to do so.

**Resolved that:**

1. Ruddington Parish Council will be included in the arrangements made by Rushcliffe Borough Council for dealing with complaints about councillors.

2. Ruddington Parish Council adopts the Code of Conduct which is attached to these minutes.
3. The Clerk writes to members not present at the meeting informing them of the need to complete a new Registration of Interests.

PCO

#### C. 12/1609 Press and Public Statements

A report reminding members of the Parish Council's protocols regarding press and public statements had previously been circulated to members.

**Resolved that:** The above information is noted.

#### C. 12/1610 Committee Pilot (See minute C. 11/1555)

A report on the pilot covering the format, distribution and content of committee papers had previously been circulated to members. The report covered 4 areas and each was discussed in turn.

##### **Distribution of agenda papers by e-mail**

This had been on an 'opt-in basis' which had been welcomed by some councillors. Members agreed that this should continue.

##### **Altered Format of Minutes**

The new format of minutes was approved by all members.

##### **Content and Format of Committee Papers**

The new format had been generally welcomed, providing sufficient detail was included.

Replacing 'Matters Arising' with an 'Update on Action' had been welcomed by most councillors but had led to a lengthening of discussion on issues already dealt with. It was agreed to pilot this across all meetings and seek to adjust how it works.

##### **Sharing draft minutes with the appropriate Chairman**

The Clerk reported that the process of sharing draft minutes with the appropriate Chairman before being put on the website had caused no problems in practice.

There were, however, members who had expressed views that this practice might lead to members of the public gaining an impression that the Chairman could unduly influence the content of the minutes, and that this had happened in other councils. Other members expressed the view that the process was about Clerk and Chairman working together to

provide a check and balance to the recording of meetings. Any disputed area would be resolved at the meeting of the Committee where the minutes were approved.

Members present voted in favour of sharing draft minutes with the appropriate Chairman before being put on the website, with two abstentions.

**Resolved that:**

- |   |     |
|---|-----|
| 1. Committee papers are distributed to members by e-mail if, and only if, requested by the member.  | PCO |
| 2. The format of minutes as piloted is adopted for all meetings.  | PCO |
| 3. The format of committee papers as piloted is adopted for all meetings, except the 'Update on Action' which should continue to be piloted across all meetings for 6 months. | PCO |
| 4. Draft minutes are shared with the appropriate Chairman before being placed on the website.   | PCO |

C. 12/1611 Giving Apologies

Information regarding giving reasons for absence at meetings had previously been circulated to members. If a councillor does not attend a parish council meeting for 6 months and does not have their reasons for absence agreed before the 6 month period is complete they are automatically disqualified.

It is not currently practice at Ruddington Parish Council to give reasons for absence. This had recently led to a special Parish Council meeting being called to approve reasons for absence for a councillor approaching the 6 months.

Members agreed that, in future, reasons for absence should be given with apologies. These could then be agreed (or not) at the meeting and recorded.

**Resolved that:**

- |  |       |
|--|-------|
| 1. When giving apologies members should give a reason for absence.                           | Cllrs |
| 2. These reasons should be presented at the meeting for acceptance (or not) and be recorded. | PCO   |

C. 12/1612 Regular Village Clean-up (See minute E. 12/861)

The Chairman thanked those members, and Borough Councillor John Lungley, who had assisted at the recent clean up. He asked if there was any benefit in extending this.

Councillor N J Tegerdine suggested that members already knew where the 'hotspots' are and that residents and businesses should be engaged to reduce the problem.

The Chairman suggested that, in appropriate circumstances, a letter could be sent.

**Resolved that:** An item is placed on the next Environment and Community Committee to plan appropriate actions.

PCO

C. 12/1613 New Homes in Ruddington (See minute E. 12/858)

This item had been referred by Environment and Community Committee. Councillor W A Wood pointed out that the national government's final determination had not yet been published and that it would be better to hold a discussion once this had happened. He suggested an informal meeting should be organised specifically to deal with this topic before bringing an item to committee. This was agreed.

**Resolved that:** The Clerk organised an informal meeting to discuss new homes in Ruddington once the formal plans are published by the national government.

PCO

C. 12/1614 Parish Lengthsman Pilot (See minutes C. 12/1590 and F. 12/1128)

Nottinghamshire County Council (NCC) had been seeking expressions of interest from clusters of parish councils to pilot a scheme for Parish Lengthsmen.

There had been some interest in a pilot locally and the Clerk had informed NCC that details would need to be provided before this meeting in order for it to be considered. The Clerk informed the meeting that there had been no proposal forthcoming from NCC.

**Resolved that:** The above information is noted.

C. 12/1615 Draft Statement of Licensing Principles

Correspondence regarding Rushcliffe Borough Council's draft Statement of Licensing Policy for gambling had previously been circulated to members.



Councillor N J Tegerdine reported that this statement was similar to many across the country and contained no new proposals compared to the existing statement.

**Resolved that:** The above information is noted.

C. 12/1616 Nottingham City Aligned Core Strategy

Correspondence regarding the Nottingham City Aligned Core Strategy had previously been circulated to members. Councillor Mrs B M Venes reported that part 2 of the strategy contained a mention of Ruddington.

**Resolved that:** The above information is noted.

C. 12/1617 Parish Council Surgery

9<sup>th</sup> June 2012 –Parish Councillors Mrs M Robinson and Mrs B M Venes

Copies of a report of issues raised at the Parish Council surgery held on 9<sup>th</sup> June 2012 had previously been circulated to members.

Mr P Brown had raised the issue of exit from the Parish Council Car Park and had requested that a 'Halt' sign is written on the road as pedestrians have a problem with cars exiting the car park too quickly.

**Resolved that:** Actions are taken as necessary

PCO

C. 12/1618 Town and Parish Council Forum

Correspondence regarding the Town and Parish Council Forum to be held on 13<sup>th</sup> September had previously been circulated to members.

The Parish Council has been invited to provide two representatives. Councillors Mrs B Breakwell and Mrs B M Venes volunteered to attend, with Councillor P F McGowan as substitute.

**Resolved that:** Councillors Mrs B Breakwell and Mrs B M Venes attend, the Town and Parish Council Forum on 13<sup>th</sup> September, with Councillor P F McGowan as substitute

BB/  
BMV

## C. 12/1619 Reports

### Police Point (See minute F. 12/1107)

The Clerk reported that a draft agreement had been drawn up for the local Beat Manager and PCSO to use the old I.T. room (Archive Room) at St. Peter's Rooms as a base. Items included in the discussion which have not previously been reported included:

- The door will have a standard police lock. Access for Ruddington Parish Council staff will be via a code lock on the door.
- Nottinghamshire Police will provide a new door to the room, with the original door being put in storage.
- Screens (removable at the end of the period of use) will be fitted on the grills to provide confidentiality.

### Nottinghamshire County Council

County Councillor Reg Adair and the new District Manager for Rushcliffe Area at NCC visited the Parish Council Office on Monday 25<sup>th</sup> June.

They advised that they are considering several suggestions for parking in the village but were reviewing all possibilities before putting suggestions in writing for consultation.

### James Peacock Infant and Nursery School – Stephen Lawrence Educational Standard

Councillor Mrs M Pell reported that the James Peacock Infant and Nursery School is working towards the Stephen Lawrence Educational Standard.

### Borough Councillors

Councillor N Boughton-Smith, on behalf of the three Borough Councillors, reported as follows:

- **Localism Act – Standards Committee.** A new Standards Committee had been set up following the abolition of the Standards Board for England.
- **Localism Act – Code of Conduct.** A new Code of Conduct had been adopted consistent with the seven Nolan principles.
- **Application for Hackney Carriage/Private Hire Driver's Licence.** A new policy had been adopted which reflects the relevance of previous convictions in relation to the application.
- **Armed Forces Community Covenant.** The pledge is designed to foster a sense of community between the civilian community and the local armed forces community.

- **Localism Act** – Some Future Consequences. Three possible future consequences of the Localism Act are: 1. The Council Tax Support Scheme was being devolved to a local level with the backdrop of a 10% reduction in government funding, 2. Local Business Rates are being transferred to local authorities with possible benefits but also a risk to income, and 3. Reforms to planning introducing Neighbourhood Planning which can enable neighbourhoods to influence the type and location of development in an area.

#### Police Priority Setting Meeting

Councillor Mrs B Breakwell reported she would be attending the Police Priority Setting Meeting 18<sup>th</sup> July 2012.

#### Parish Council meetings

Councillor Mrs M Robinson asked if it would be possible to hold Parish Council meetings in a bigger venue, possibly on another night. The Clerk explained that both St. Peter's Rooms and the Village Hall have regular bookings Monday to Thursday nights each week. He said that he would look at alternatives and report back.

#### Police Vehicle

The Clerk reported that the Ruddington Beat Manger no longer had a vehicle allocated to her. She will have access to a vehicle if one is available.

#### Best Kept Village

The Clerk reported that Ruddington had not been placed in the top four for Section A of the Best Kept Village Competition and so will not go on to the final round.

The meeting closed at 9.45 p.m.

Chairman

# Ruddington Parish Council

## Member Code of Conduct

**Adopted 3<sup>rd</sup> July 2012**

You are a Member or Co-opted Member of Ruddington Parish Council and as such are committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

Accordingly, when acting in your capacity as a Member or Co-opted Member –

- i. You must act solely in the public interest and should 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
- ii. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties
- iii. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit

- iv. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office
- v. You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions
- vi. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below
- vii. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986
- viii. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example
- ix. You must have regard to any relevant advice provided to you by the Council's Monitoring Officer, Section 151 Officer and Chief Executive where they are acting pursuant to his or her statutory duties
- x. You must not 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:-
  - a. You have the consent of a person authorised to give it
  - b. You are required by law to do so
  - c. 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
  - d. The disclosure is:
    - i. Reasonable and in the public interest and
    - ii. Made in good faith and in compliance with the reasonable requirements of the authority.
- xi. Members must promote equality by not discriminating against any person , and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability