



# Helsby Parish Council

## Minutes of the Standing Orders Committee meeting held virtually at 7pm on Monday 30th November 2020 via Zoom

### Present:

Cllr. Sarah Temple

Cllr. Terry O'Neill

Cllr. Peter Duffy

### Also present:

Claire Jones Parish Clerk

1. Election of Chair. Proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED that Cllr. Temple be elected as Chair of the Standing Orders Committee – SO01/20.**
2. Election of Vice-Chair. Proposed by Cllr. Duffy, seconded by Cllr. Temple and **RESOLVED that Cllr. O'Neill be elected as Vice-Chair of the Standing Orders Committee – SO02/20.**
3. Public Air Time – Proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED that the meeting be suspended for public participation – SO03/20.** There being no members of the public in attendance or any matters brought to the Committee's attention, it was proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – SO04/20.**
4. Apologies for absence – received and accepted from Cllr. Branigan.
5. Disclosable interests – none reported.
6. Minutes of the previous meeting. Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED that the minutes of the Standing Orders Committee meeting held on 25th November 2019 be accepted as an accurate record and duly signed by the Chair – SO05/20.**
7. Matters arising from the previous meeting – the Clerk outlined that the Local Government Association were currently consulting on a draft national Code of Conduct model following an Inquiry by the Committee on Standards in Public Life. It was noted that the Council adopted Cheshire West and Chester Council's Code of Conduct last year (latest version dated December 2015). It was agreed that the Council would consider a review of their Code of Conduct at the next meeting in 2021 if appropriate, once the national consultation had concluded and further guidance was available.

## 8. Review of Standing Orders

- Planning Application Review Process – Cllr. Temple circulated a proposed updated version of the process following Cllr. Duffy’s discussions with councillors. It was suggested to remove the template cover sheet with the A to D response options as it was felt that this didn’t work effectively when responding electronically. As an alternative, it was suggested that the Clerk would include all information in a single e-mail. It was also proposed that the Chair and Vice Chair of the Council should be copied in to all proposed responses from each ward. It was agreed that the Clerk would make a small number of amendments as discussed. It was proposed by Cllr. Temple, seconded by Cllr. O’Neill and **RESOLVED to present the revised process for approval at the Full Council meeting on 14<sup>th</sup> December – SO06/20.**
- Allowance in Standing Orders for COVID and virtual meetings – It was outlined that ChALC had confirmed that there had been no changes to NALC’s model this year despite the pandemic. However, the Clerk outlined that the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020 enabled local councils to make standing orders to specify procedures relating to the holding of remote meetings. The Clerk suggested that an effective way to do this might be to adopt a Virtual Meeting Procedure and presented a draft document for approval. It was proposed that any changes would be agreed by e-mail and it would then be presented for approval at the next Full Council meeting.
- Clause 43 – It was noted that this clause gave the clerk delegated powers to incur any expenditure under £150 where there was an urgency that couldn’t wait for a Council meeting (e.g. repairs) but not for any general expenditure (e.g. stationery purchases).
- The committee worked through the current Standing Orders document. It was proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED that the Parish Council be RECOMMENDED to accept the following changes to the existing Standing Orders – SO07/20:**

Page 10 – Clause 63 - weblink not working. Clerk to insert the correct link.

Page 13 – Remove duty 9 and add duties in relation to Maltby Triangle, defibrillators and liaison with community groups regarding Christmas celebrations. Add defibrillators to the powers under item 4.

Page 14 – Add Maltby Triangle to duty 7 and powers 7 and 8.

Page 15 – Add new duties relating to: Producing, reviewing and updating a 5-Year Business Plan including tracking S106 and CIL payments; and Agreeing the terms and conditions of a lease where the Council is lessee.

Page 17 – Add Appraisal and Training Policy under duty 3. Add ‘and councillors’ to duty 4. Change ‘performance reviews’ to ‘appraisals’ and add ‘at least’ annually.

Page 18 – Add staff and contractors to item 3.

9. Review of Publication Scheme - The committee worked through the current document. It was proposed by Cllr. Temple, seconded by Cllr. O’Neill and **RESOLVED that the Parish Council be RECOMMENDED to accept the following changes to the existing Publication Scheme – SO08/20:**

Page 1 – To use current header and logo

Page 2 – remove fax number, update e-mail address and clerk’s name and refer to one general assistant

Page 3 – amend clerk’s name, e-mail address and remove hours of contact by telephone

Page 5 – reword first 2 items to refer to the specific AGAR documents. Add precept request to website. Merge precept request and budget book.

Page 6 – Add 2019 Annual Report to website. Add latest committee minutes to website. State that only agendas are available on website, rather than supporting papers.

Page 7- Remove 2019 from Code of Conduct, amend Cemetery Fees to Burial Fees and add Appraisal and Training Policy. Remove Register of Member’s Interest Book.

10. Date of next meeting – to be confirmed.

The meeting closed at 8.17pm.

Chairman’s signature ..... Dated.....