



# Chinnor Parish Council

## Description of the Function of the Council

***This document is intended to give guidance about the activities of Chinnor Parish Council. It is only a guidance note and any enquiries or requests for more detail information should be made to the Clerk to the Council.***

The Council comprises 13 elected members, all of whom are volunteers.

The Clerk, Deputy Clerk, Administration Officer and the maintenance operatives are paid employees of the Council.

Chinnor Parish Council has a policy of being an open council.

All Parish Council meetings are open to the public and the meeting dates are advertised on the web site. The only exception to this affects meetings relating to employment and other legal matters where confidentiality is required. These subjects can be discussed in private (i.e. the public are excluded) but special rules must then be observed; this facility is used only on very rare occasions.

Members of the public are able to speak in the open forum section at the beginning of Council meetings but only with the agreement of, and by specific invitation of, the Chairman at any other time.

Any written correspondence received by letter or email is read out to the Council and discussed at the following meeting.

The Council elects a Chairman and a Vice Chairman whose responsibility it is to preside over, and manage, each meeting. The Council also elects a Chairman and Vice-Chairman for each committee.

### **Contacts**

CPC Office

01844 353267

Open Monday to Thursday 9am to 1pm (closed weekends and Bank Holidays)

Mrs Liz Folley – Clerk

[clerk@chinnorparishcouncil.gov.uk](mailto:clerk@chinnorparishcouncil.gov.uk)

Ms Sue Atkins – Deputy Clerk

[depclerk@chinnorparishcouncil.gov.uk](mailto:depclerk@chinnorparishcouncil.gov.uk)

Mrs Helen Ambridge

Administration Officer

Mr Lee Fortnam

Maintenance Supervisor

Mr Trevor Hipkin

Maintenance

## **Council meetings**

The formal Council meetings and committees take place on Monday evenings.

Other meetings are arranged as needed evenings / daytimes.

A formal agenda for the Monday night meetings is prepared and publicised at least 3 working days prior to the meeting date.

A person is disqualified from being elected as a Parish Councillor if he / she:

- Holds any paid office or employment of that local council. OR
- Is a person who has been adjudged bankrupt or has made a composition or arrangement with his / her creditors OR
- Has within 5 years before the day of election or since his / her election been convicted in the UK, Channel Islands or the Isle of Man of any offence and has been sentenced to imprisonment for not less than 3 months without the option of a fine. OR
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or legal issues (certain occupations disqualify an individual from being elected as a Councillor).

More details of the above can be obtained from the Clerk.

## **Look Online:**

[www.chinnorparishcouncil.gov.uk](http://www.chinnorparishcouncil.gov.uk)

- Council meeting minutes following ratification at the previous relevant meeting
- Accounts and Policies
- Names and pictures of individual Parish Councillors
- Information on local clubs and organisations together with links to websites
- News and current events
- Local businesses
- Useful links
- The Neighbourhood Plan

## **Description of each of the Committees:**

***This document is intended to give guidance about the activities of Chinnor Parish Council and its Committees. It is only a guidance note and any enquiries or requests for more detailed information should be made to the Clerk to the Council.***

### **Full Council Meeting: 3rd Monday in the month.**

The minutes from each committee from the previous month are noted.

This main objective of this meeting is to make decisions which will then be acted upon by the Clerk to the Council. These meetings are required by law to be conducted in accordance with laid down procedures. At each Full Council meeting, County and District Councillors are given the opportunity to report on key issues from the local authorities. Reports are also given by Parish Councillors who have attended outside meetings, sub-committees or training courses etc. during the month.

At the beginning of the meeting 15 minutes is set aside for a public forum session, where members of the general public have the opportunity to speak, always at the Chairman's discretion, and to raise issues of concern.

These Council meetings are formally minuted and the minutes are available for public review.

Annually CPC has two special meetings: Annual Assembly and the Annual Meeting of the Council.

### **Council Committees:**

#### **Planning Committee: 2<sup>nd</sup> Monday in the Month**

Responds to the Planning Authority in relation to Planning Applications. It generally makes one of the under noted responses, which the Council submits to the Planning Authority. The Planners then consider the Parish Council observations when making their decision. The normal responses are: Fully Support, No Objections (with or without comments to be considered and noted), or Objections (with detailed information).

The Planning authority only consider what is known as 'Material planning considerations'

These include;

- Loss of privacy
- Loss of light
- Car parking
- Traffic generation
- Noise and disturbance
- Green belt
- Conservation Area
- Design, appearance and layout
- National and local policies.

NOT taken into account

- loss of value to a property
- loss of view
- personal disagreements
- boundary disputes
- covenants
- commercial competition
- construction disturbance
- Sunday trading
- matters controlled under other legislation such as the Building Regulations

Whilst the Parish Council are statutory consultees to the Planning Authority (i.e. the Parish Council must be consulted), the Council's response is defined as a "Lay Opinion" and does not bind the Planners.

It has to be stressed that the Parish Council do not approve or reject planning applications.

Objections must be based on sections of the Chinnor Neighbourhood Plan and the South Oxfordshire District Council Local Plan and that if objections are made, Councillors must be prepared to defend their views at a South Oxfordshire District Council meeting.

Other items such as Enforcement cases, Appeal cases and Planning Decisions are all noted at this meeting.

All members of the Planning committee will be asked to attend an obligatory training course.

### **Amenities Committee: 1<sup>st</sup> Monday every other Month**

Is responsible for discussing a number of issues that affects the village. These include annual events, management of open spaces that are the Council's responsibility (notably White's Field and the Recreation Grounds) tree maintenance and replacement, grass cutting, verge cutting and general maintenance (much of which is undertaken by our own groundsman) litter, dog mess, play area repairs, Environment issues etc.

The Parish Council employees carry out a regular safety inspection of the Defibrillator units and the children's playgrounds – St Andrews/Upper Field, Old Kiln Lakes and Conigre, and reports back on any problems found.

### **Finance & Policy Committee: Quarterly Monday**

Is responsible for approval of all Policies, approves all financial aspects of the Council including monthly financial reports, asset management, approval of payments, considering quotes, Precept and Budget updates.

The Responsible Finance Officer (The Clerk) works with the Chairman to develop and propose the annual budget and precept (the Parish council element of the Council Tax) requirement.

It discusses any other finance issues relating to the Council's operation, including grant requests from local organisations.

### **Human Resources Committee: Quarterly Monday**

This small committee is responsible for all staffing matters.

## **What is expected of a Parish Councillor?**

### **JOB DESCRIPTION**

**Title:** Councillor

**Responsible to:** The Council and its electors.

**Responsible for:** Effective leadership to foster the interests of the electors in your community/parish

**Role to:** Bring local issues to the attention of the council, help it make effective and legal decisions on behalf of the local community and represent the views of parishioners within and outside the Parish.

#### **Main Duties and Responsibilities:**

1. To represent effectively the interests of the **whole** parish by listening to views from the community
2. To improve the quality of life for those that live, work or visit the area
3. To participate fully in the formation and scrutiny of the Council's policies, strategic plans, budgets and delivery
4. To ensure that the Council is properly managed
5. To prepare for, attend and participate in Council meetings, decision making and abide by corporate decisions
6. To undertake appropriate training and development to help fulfil the requirements of the Councillor role
7. To keep up to date with significant developments affecting the Council at local, regional and national levels
8. To represent the Council on outside bodies to which the Councillor is appointed and report back activities

9. To maintain proper and follow standards of behaviour to comply with the Council's Code of Conduct and GDPR

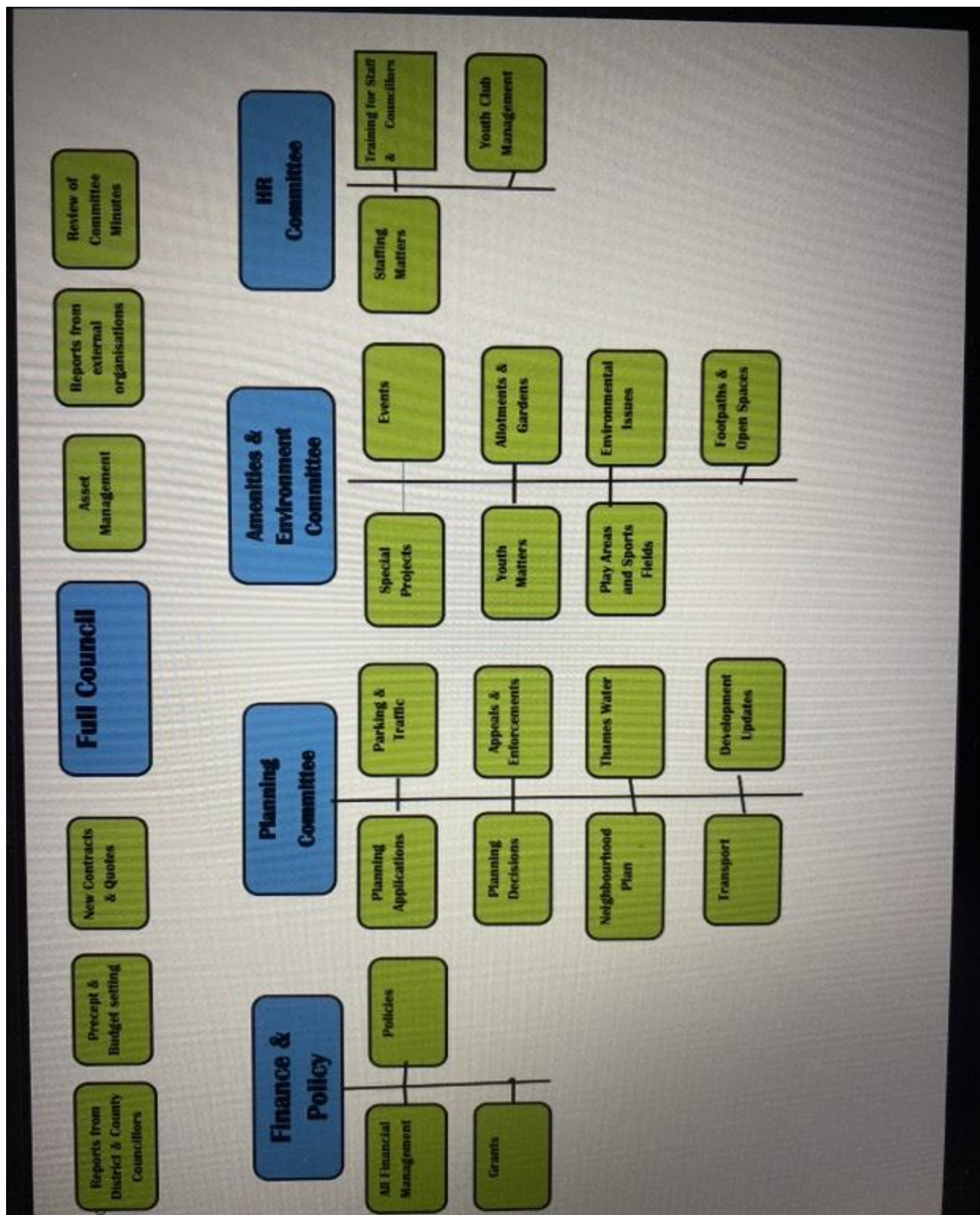
10. To deal with resident's enquiries and representations fairly and without prejudice

11. Ensure items beyond the legalities of CPC are reported to the correct higher authority

**Skills needed by a Councillor:**

- Interpreting information
- Having ideas, visualising what might happen, using imagination
- Understanding budgets and financial paperwork
- Encouraging yourself and others
- Listening, questioning, evaluating objectively, reviewing, drawing conclusions then making decisions
- Dealing with conflict
- Seeing the bigger picture
- Public speaking
- Persuading and motivating
- Prioritising
- Negotiating
- IT skills

# Parish Council Structure 2025



# Who does what...

## Oxfordshire County Council

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

**01865 792422**

- Disabled parking badges
- Education
- Children / youth
- Public safety
- Leisure
- Pothole repairs
- Bus passes
- Births, marriages, deaths
- Public rights of way
- Roads
- Public transport
- Social care
- Trading standards
- Libraries
- Street lighting
- Salt bins
- Gritting
- Blocked drains
- Flooding
- Pavement damage repairs
- Preservation orders on trees
- Roadside hedges
- Double yellow lines / road lining

## South Oxfordshire District Council

[www.southoxon.gov.uk](http://www.southoxon.gov.uk)

**01235 422422**

- Environmental health
- Pest control
- Council Tax
- Benefits
- Electoral services
- Fly tipping
- Housing
- Food and health inspections
- Dog fouling bins
- Noise complaints
- Waste collections
- Bulky waste collections
- Garden waste collections
- Recycling
- Planning authority
- Street cleaning
- Anti-social behaviour
- Street litter bin emptying
- Street name plates

## Chinnor Parish Council

[www.chinnorparishcouncil.gov.uk](http://www.chinnorparishcouncil.gov.uk)

**01844 353267**

Follow us on Facebook

- Community safety
- Play areas
- Litter picks
- Village maintenance
- Support the Chinnor Good Neighbour Scheme
- War memorials
- Whites Field Community Hall hire
- Annual village marquee events
- Information area
- Annual grants
- Neighbourhood Planning
- Open spaces
- Chinnor Guide
- Recreation areas
- Grass cutting
- Reporting issues
- Liaising with all authorities
- Notifying public of issues arising
- MUGA maintenance
- CCTV in the village open spaces
- Whites Field car park
- Support Parish Burial ground
- Safe Place
- Sells Food waste, recycle and dog waste bags
- Sells Chinnor books