

OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 14th October 2025, commencing at 7.15pm**

A G E N D A

1. **Apologies.**
2. **Minutes of the Meeting of the Parish Council held on Tuesday, 9th September 2025**
(circulated previously).
3. **Declarations of Interest.**
4. **Public Discussion.** To adjourn the meeting for a period of public discussion. Note that any matters needing a decision will normally be considered as an agenda item at a future meeting.
5. **Planning Applications.**
 - a) To consider and comment on the following new planning application consultations received since the last meeting.

Application No:	Description
25/01020/FUL	Erection of a self build detached dwelling and garage, alterations to land levels with associated retaining walls, landscaping and creation of vehicular access on to Greenways. Garden To The Rear Of Graythwaite, Kirkby Lonsdale Road, Over Kellet. Consultation Deadline: 15th October 2025

- b) Planning Authority Decisions. To receive an update on previously considered applications. Clerk's report attached.
 - c) Other Planning Matters.
6. **2025 Act of Remembrance.** To consider the Parish Council's involvement in the village's Act of Remembrance and to confirm its contribution to the Royal British Legion Poppy Fund.
7. **Review of Standing Orders.** Clerk's report attached.
8. **Parish Council Projects.** Clerk to provide a verbal update.
9. **Consultations.**
None received.
10. **Update Reports.** To provide 'information only' updates on activities in recent weeks.
 1. Clerk's report on activities and correspondence since the last meeting
 2. Members updates and reports since the last meeting, including:
 - 1) LALC 2) Quarries 3) Village Hall 4) Allotments
 - 5) Lengthsman 6) Biodiversity 7) Other Matters
 3. Report of District and County Councillors

OVER KELLET PARISH COUNCIL

11. **Finance.** Clerk's report attached.
12. **Payments.** To authorise payment of accounts. Report attached
13. To confirm the **date and time of the next meeting.**

Derek Whiteway, Parish Clerk
8th October 2025

Tel: 01524 64908
Email: clerk@overkelletpc.org

OVER KELLET PARISH COUNCIL

Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 9th September 2025 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, Derek Johnson and Mathew Towers.
Derek Whiteway (Parish Clerk)
City Councillor James Sommerville

In attendance: 9 members of the public

25/050 Apologies For Absence

Apologies were received from Councillor Liz Moody and County Councillor Graham Dalton.

25/051 Minutes of the Meeting of the Parish Council held on Tuesday, 8th July 2025

Resolved: That the Minutes of the Meeting of the Parish Council, held on Tuesday, 8th July 2025 be approved and signed without further amendment.

25/052 Declarations of Interest

No changes or new declarations were made.

25/053 Parish Council Vacancy.

It was proposed by Councillor Agnew, seconded by Councillor Candlin and carried unanimously that Sarah Boustead be co-opted as a Parish Councillor.

Resolved: That Sarah Boustead be co-opted to the vacant Parish Councillor position.

25/054 New Planning Consultations

- 1) The following new planning applications were considered. It was resolved to respond as set out against each individual case.

Application No:	Description
25/0166/TCA	x1 Beech Tree - fell or reduce in size. Court House, Nether Kellet Road, Over Kellet. Resolved: No Comments Submitted

Application No:	Description
25/00022/ENF (Appeal)	Appeal against enforcement notice issued for without planning permission the engineering operation consisting of the widening of the existing vehicular access from Kellet Lane. Kellet Bridge Farm, Kellet Lane, Over Kellet. Councillors felt that further consideration of the statement of appeal was necessary before submitting a response. Agreed: Councillors will review the statement of appeal before deciding whether and how to respond.
25/00025/REFLB (Appeal) (APP/A2335/Y/25/3370655)	Appeal against refusal of application 24/00626/VCN for the variation of condition 2 on listed building consent 21/00358/LB to amend the approved plans to include alterations to fenestration and amendments to floor plans and the addition of first floor (roadside barn) and second floor (central barn) levels) Old Hall Farm. The Chairman had circulated a draft response not commenting on the specifics of the application and reasons for refusal, but expressing the Council's hope that ongoing planning differences can be resolved and the development completed in the near future. It was proposed by Councillor Burns, seconded by Councillor Candlin and passed unanimously that the Chairman's draft response be submitted to the Planning Inspector. Resolved: that the Chairman's draft response be submitted to the Planning Inspector.

2) Planning Authority Decisions

The Clerk presented an update report, which was accepted and noted by Councillors.

Resolved: That the Clerk's report is noted

3) Other Planning Matters

Redwell Inn – Self-Storage Containers and Glamping Pods.

Councillors discussed progress regarding the glamping site and agreed that further enquiries should be made. The Clerk will liaise with City Councillor Sommerville

Resolved: That an enquiry be sent to the Woodland Champions organisation about their licensing records for the site.

25/055 Parish Council Projects.

A range of ongoing, proposed and potential projects is currently being considered by Councillors, ranging from complex and potentially costly works such as improving the corners of the Village Green, to relatively straightforward proposals.

An initial schedule of projects has been drawn up, which is to be developed into a prioritised and budgeted programme of work to be presented for approval at the October meeting of the Parish Council.

25/056 Council Website, Email Addresses and IT Policy.

The Clerk introduced a report into new requirements arising from changes in required governance standards for Parish Councils. Following discussion, Councillors resolved unanimously to approve the proposed draft IT Policy and the Website Accessibility Statement.

Resolved: That the proposed draft IT Policy and the Website Accessibility Statement are approved.

25/057 Consultations

Lancashire County Council had circulated details of an online survey regarding the future of local government in Lancashire. A further survey aimed at Parish and Town Councils had been circulated by Lancaster City Council.

Following a brief discussion about the various options identified in the consultation, Councillors agreed that they should respond individually to the public survey and collaborate to develop a Parish Council response to the second survey.

Resolved: That Councillors will respond individually to the public survey and collaborate to develop a response from the Parish Council.

25/058 Public Discussion.

Members of the public raised the following matters:

- a) An unscheduled road closure at the Narrows. It was acknowledged that this was due to emergency works, hence the lack of prior notice.
- b) Cleaning of the war memorial. Enquiries regarding appropriate cleaning measures and available funding for these works are ongoing.
- c) Muting of St Cuthbert's Church bells. Views expressed recently about the bells were discussed. Councillors agreed that, whilst the Parish Council does not have any influence on the decision to suppress the sound, they were in favour of the bells ringing out across the village.

Resolved: The Parish Council will write to the Vicar of St Cuthbert's Church in support of the bells being heard at all times.

- d) The condition of the village, particularly the surface and borders of footpath FP0124009 linking Nether Kellet Road with Kirkby Lonsdale Road.

Resolved: The Parish Council will write to Headteacher of the Wilsons Endowed Primary School about the hedgerows on school land.

- e) Boulders on the Nether Kellet road in the vicinity of Kirk House. Councillor Burns to investigate.

- f) Maintenance of Top Green. The Parish Council is seeking advice from Lancashire County Council regarding the Top Green's designation as a Biological Heritage Site. Once complete, the Parish Council will review its plans and arrangements for maintaining the Green.

25/059 Information Only Updates:

Clerk's Report:

Traffic Survey. The Clerk reported on the outcome of a traffic survey carried out on the Kirkby Lonsdale Road during the summer by Lancashire County Council. The County Council is proposing to install temporary signage to help remind drivers to think about their speeds between October and December 2025 and again between April and June 2026. They will also add the location to the County Council's Speed Indicator Device (SpID) deployment rota.

B6254 Traffic Concerns. An email had been received from Whittington Parish Council expressing concerns over increased traffic and speed concerns on the B6254 and seeking support from other Parishes in the Lune valley. Councillors agreed with the concerns expressed and that the Parish Council should support the action proposed by Whittington PC.

Members' Reports:

1. LALC.

No further update

2. Quarries.

A liaison meeting with Back Lane Quarry is scheduled for 18th September 2025.

3. Allotments.

No further update.

4. Village Hall.

No further update.

5. Lengthsman.

No further reports.

6. Biodiversity and Environment.

A request had been received for the installation of another bat box.

7. Other Matters.

Councillor Candlin reported that a lamppost had been removed at the junction of Kirkby Lonsdale Road and Craggs Hill. The reason for the removal and what action was proposed was currently unclear.

City and County Councillors' Reports:

1. County Council County Councillor Graham Dalton.

None received

2. City Councillor. City Councillor James Sommerville.

- a) The City Council's Cabinet meeting in Sept is scheduled to consider the proposals from the Conservation Area review
- b) The City Council has now signed up to the Love Clean Streets app already used by the County Council;
- c) Work is beginning to move forward on the Lancaster Canal Quarter and Eden project; and
- d) City Councillor Sarah McGowan is planning more local surgeries at The Eagles Head, currently scheduled for Wednesday, 1st October and Wednesday, 5th November 2025.

25/060 Finance

The Clerk advised that there were no urgent matters arising in the report submitted and, given the shortage of time, suggested that discussion be deferred to the next meeting.

25/061 Banking Arrangements. The Clerk reported that following his resignation, Councillor William Candlin needed to be removed from the bank mandate and that a replacement was required. Councillor Josie Candlin had volunteered to be a further signatory to the bank accounts. Councillors resolved unanimously that Councillor Josie Candlin be added to the Parish Council's bank mandate, with authority to approve payments.

Resolved: That Councillor William Candlin be removed from the Council's bank mandate and Councillor Josie Candlin is added, with online access and authority to approve payments.

25/062 Payment of Accounts

Payee & Detail	£
A. Payments approved and paid under delegated authority in August 2025	
Hudson Hill Consulting. IT Services 2024/25, April-Aug 2025	179.94
Hudson Hill Consulting, IT Services, September 2025	11.99
The Handy Man. Installation of Bat Box	45.00
B. Payments for Authorisation, September 2025	
Mike Ashton – Lengthsman Services	tba
Derek Whiteway – Parish Clerk salary and expenses, July - Aug 2025	529.45
HMRC – PAYE deductions, July – Aug 2025	132.40
Npower. Christmas Tree Lighting 2025	14.75

Resolved: That payment of the above accounts is formally approved.

25/063 Date & Time of Next Meeting

The next Council meeting is to be held on Tuesday, 14th October 2025.

The meeting closed at 9:25pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5(b)

Planning Application Comments and Decisions

Update for September – October 2025

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
25/0166/TCA x1 Beech Tree - fell or reduce in size. Court House, Nether Kellet Road, Over Kellet.	No comments submitted. (Minute 25/054).	Application Permitted
25/00275/FUL Demolition of existing garage, erection of a first floor extension and single storey rear/side extension with integral garage and change of use of field to extend domestic curtilage. The Lilacs, Kellet Road, Over Kellet.	Response submitted objecting to the application. (Minute 25/004)	Application Refused

Part B – Undecided Applications		
22/00237/CCC and LCC/2022/0006 County Council Consultation request for the variation of condition 1 of planning permission LCC/2016/0061 to allow for continued operation of the concrete batching plant until 21 February 2034, with all buildings, plant and associated equipment being removed and the site restored by 21 February 2035. Dunald Mill Quarry, Long Dales Lane, Nether Kellet. PC Response: No comments to be submitted (Minute 21/118)		
24/00314/FUL Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. PC Response: No objection, but ask the LPA to start implementing DM44 – a requirement for bat boxes, swift boxes, etc should be incorporated into the development. (minute 24/004)		
LCC/2024/0012 (County Council) Amendment to conditions 1,2,4,6, 41 and 43 of planning permission ref 01/09/360 to permit an extension of the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2077 with restoration by 31st December 2078 and consequent amendments to the working scheme and restoration proposals. Back Lane Quarry, Back Lane, Nether Kellet, Carnforth. PC Response: No objection to the applications, but agree in principle to the suggestion to pursue a Community Benefit Fund, subject to further discussions between all three Councils.		

Part B – Undecided Applications

LCC/2024/0013 (County Council) Amendment to conditions 1,2,4,6, 40 and 41 of planning permission ref 01/03/1185 to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065 and final restoration by 31st December 2078 and consequent amendments to the working scheme and restoration proposals. Leapers Wood Quarry, Kellet Road, Carnforth.

PC Response: No objection to the applications, but agree in principle to the suggestion to pursue a Community Benefit Fund, subject to further discussions between all three Councils.

24/01285/FUL and 24/01284/LB Conversion and rebuilding of barns to create 5 dwellings and associated works. Barn At Kirk House, Main Road, Over Kellet.

PC Response: No comments submitted (Minute 24/080)

24/01411/RCN Erection of 19 holiday chalets with associated access, car parking, landscaping, retention of existing soil mound and installation of a package treatment plant (pursuant to the removal of condition 6 on planning permission 21/00543/FUL which relates to the provision of an Employment and Skills Plan). Capernwray Diving Centre, Jackdaw Quarry, Capernwray Road, Capernwray.

PC Response: No comments submitted (Minute 24/080)

25/00275/FUL Demolition of existing garage, erection of a first floor extension and single storey rear/side extension with integral garage and change of use of field to extend domestic curtilage. The Lilacs, Kellet Road, Over Kellet.

PC Response: A response be submitted objecting to the application. (Minute 25/004)

25/00562/FUL Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works. Land At Electric Drive, Carnforth.

PC Response: That the Parish Council respond seeking refusal of the application. (Minute 25/030)

25/00704/FUL Erection of a link attached extension to the northwest elevation including associated car parking and new vehicle access. Capernwray Hall Church, Borwick Road, Capernwray.

PC Response: To submit a response expressing support for the application. (Minute 25/042).

25/00022/ENF (Appeal) Appeal against enforcement notice issued for without planning permission the engineering operation consisting of the widening of the existing vehicular access from Kellet Lane. Kellet Bridge Farm, Kellet Lane, Over Kellet.

PC Response: A response is to be agreed and submitted. (Minute 25/054).

25/00025/REFLB (Appeal) (APP/A2335/Y/25/3370655) Appeal against refusal of application 24/00626/VCN for the variation of condition 2 on listed building consent 21/00358/LB to amend the approved plans to include alterations to fenestration and amendments to floor plans and the addition of first floor (roadside barn) and second floor (central barn) levels) Old Hall Farm.

PC Response: A response is to be submitted not commenting on the specifics of the application and reasons for refusal, but expressing the Council's hope that ongoing planning differences can be resolved and the development completed in the near future. (Minute 25/054)

Over Kellet Parish Council

Meeting Date: 14th October 2025

Agenda Item:

7

Report of: The Parish Clerk

Review of Standing Orders

1. Introduction

The National Association of Local Councils (NALC) has this year issued a revised set of model Standing Orders for Parish Councils. The Parish Council's existing Standing Orders are based on the previous NALC model issued in 2018. The current standing orders can be viewed on the Parish Council website at <https://overkelletpc.org/policies/procedures-and-decision-making/>

2. Detail

Revised Standing Orders for the Parish Council have been drafted based on the NALC model and are appended to this report. The introduction to the Standing Orders includes explanatory notes, which cover those parts of the Standing Orders that are mandatory due to statutory requirements (shown in bold type in the document) and those discretionary elements which the Parish Council must determine itself.

The Clerks recommendations for those discretionary elements are highlighted in the document in yellow highlight, and are listed below:

Para 1(t) Limit to length of time a Councillor may speak on a motion. The recommendation is 5 minutes.

Para 2(f) Limit on the period allowed for public participation. The recommendation is 15 minutes

Para 2(g) Limit of the length of time a member of the public can speak during the public participation part of the meeting.

Para 3(x) Limit to the length of a meeting. The recommendation is 2.5 hours

Para 9(b) and 9(d) Period of notice required for inclusion of a motion on the agenda. The recommendation is 'at least seven clear days.

Para 9(e) Authority to make a decision regarding a request for a dispensation. The recommendation is the Proper Officer (i.e. the Clerk)

Para 22(a) Relations with the Press and Media. Note that accepting this clause as drafted will require the PC to develop and adopt a press and media policy.

Para 26(b) Number of Councillors required to give notice of a motion to vary the Council's Standing Orders. The recommendation is 'at least two councillors'.

3. Recommendations

That, subject to any further proposed changes the draft Standing Orders are approved including the above recommended clauses.

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INTRODUCTION

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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 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 5 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

In this section, clauses applicable to different types of meeting are denoted using the following key:

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.**
- 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 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 15 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 5 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 and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- 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 shall not exceed a **period of two and a half 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 () days before the meeting that they are unable to attend;
 - (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 6pm.**
- 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 they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the 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 their 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 seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or 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 two 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

In this section, clauses applicable to different types of meeting are denoted using the following key:

- 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 this 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.**
-
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- 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 start of the meeting 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**
- i) it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a) **Upon notification by the Principal 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 them. 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:
- (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 seven days before the meeting confirming their 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 (if there is one);
- (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);
- (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 in a book for such purpose;
- (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 2 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.

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 [60,000] or 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) 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) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - (iv) 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;
 - (v) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a) A matter personal to a member of staff that is being considered by a meeting of Council 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 the Council or, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c) The chair of the Council or, in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the

work of the Parish Clerk.

- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Council or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- 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) *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (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 may 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.
- b) **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 two 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.

DRAFT

Over Kellet Parish Council Meeting, 14th October 2025

Agenda Item 11 – Finance Update

Part 1 – General Account Budget Update as at 07/10/25

Heading	Budget	To Date	Expected Sep-Mar	Projected for Year	Projected Variance
	£	£	£	£	£
A. Balance Bfwd	10,414	11,894	-	11,894	
Receipts					
Precept	10,000	10,000	-	10,000	-
Lengthsman Services	170	-	170	170	-
Local Delivery Scheme (County Council)	500	-	-	-	500
Lengthsman Grant (City Council)	420	420	-	420	-
Bank Interest	300	225	175	400	100
VAT Refund	95	102	-	102	7
B. Sub-Total- Receipts	11,485	10,748	345	11,093	- 392
Payments					
Meetings & Administration					
Parish Clerk Salary	- 3,040	- 1,492	- 1,544	- 3,036	4
PAYE	- 760	- 373	- 386	- 759	1
Councillor Training	- 50	-	- 50	- 50	-
Parish Clerk Training	- 100	-	- 100	- 100	-
Parish Clerk Expenses	- 60	-	- 40	- 40	20
Councillors Expenses	- 50	- 37	- 23	- 60	10
Meeting Room Hire	- 180	- 70	- 98	- 168	12
Subscriptions	- 200	- 195	-	- 195	5
ICO Registration	- 35	- 47	-	- 47	12
Insurance	- 860	-	- 860	- 860	-
Printing & Stationery	- 100	-	- 100	- 100	-
IT Services	- 230	- 170	- 60	- 230	0
Internal Audit	- 75	- 68	-	- 68	7
Bank Charges	- 80	- 36	- 36	- 72	8
Local Services and Events					
Lengthsman Services	- 4,000	- 1,395	- 2,000	- 3,395	605
Act of Remembrance	- 75	-	- 75	- 75	-
Bus Shelter Site Rental	- 10	- 10	-	- 10	-
Post Office Outreach Service	- 380	- 245	- 135	- 380	-
Grants to Local Organisations					
St Cuthberts PCC	- 540	- 540	-	- 540	-
OK View Contribution	- 1,000	- 1,000	-	- 1,000	-
The Kellets Twinning Association	- 60	-	-	-	60
Miscellaneous					
Repairs & Maintenance	- 50	-	- 50	- 50	-
Section 137 Expenses	-	-	-	-	-
Miscellaneous	- 60	-	- 60	- 60	-
Xmas Tree Electricity & Supplies	- 40	- 14	- 26	- 40	0
Recoverable VAT	-	- 163	- 50	- 213	213
Assets					
Contributions to Reserves	-	- 2,500	-	- 2,500	2,500
C. Total Payments	- 12,035	- 8,354	- 5,693	- 14,047	2,012
D. Net Receipts/Payments (B-C)	- 550	2,394	- 5,348	- 2,954	2,404
E. Balance Cfwd (A+D)	9,864	14,288	- 5,348	8,940	2,404

Part 2 –General Account and Earmarked Reserves Summary

Reserves Summary 2025/26

Update as at 07/10/2025

Reserves Summary	General Account	Allotments Reserve	Biodiversity Small Grants Fund	Elections Reserve	Emergency Plan	Gala Fund	Parish Plan Support Reserve	Wind Turbine CBF	Totals
	£	£	£	£	£	£	£	£	£
Balance bfwd 01/04/2025	11,894	400	561	1,000	819	270	5,551	3,776	24,271
Payments into the Reserve	10,748	-	-	-	-	-	2,500	1,574	14,822
Payments from the Reserve	- 8,354	- -	45	-	-	-	-	- -	8,399
Current Balance	14,288	400	516	1,000	819	270	8,051	5,351	30,694

Part 3 – Bank Reconciliation

Bank Reconciliation Statement

Date: 07/10/2025

Bank Balance	07/10/2025	Unity Trust Instant Access	19,722.62	
		Unity Trust Current	10,971.64	
		Total	30,694.26	Agreed

Cash Book Summary:			
Row Labels	Sum of £ Gross	Sum of Cleared Amt	Unpresented Items
Balance bfwd	24,270.80	24,270.80	0.00
Receipt	12,321.98	12,321.98	0.00
Payment	-5,898.52	-5,898.52	0.00
Grand Total	30,694.26	30,694.26	0.00

Unpresented Items:	
Presented	(blank)
Unpresented	

OVER KELLET PARISH COUNCIL

Parish Council Meeting, 14th October 2025

Agenda Item 12 - Payments for approval.

Payee & Detail	£
Mike Ashton – Lengthsman services	tba
Over Kellet Village Hall – Hire of hall on 09/09/25	14.00
Derek Whiteway – Parish Clerk salary and expenses, September 2025	259.84
HMRC – PAYE deductions, September 2025 July – Aug 2025	59.20
Dennis Barnfield. Mower repairs (09/09/25)	56.70
Dennis Barnfield. Mower repairs (03/10/25)	226.80
Hudson Hill. Website hosting services, November 2025	11.99