Greatham Parish Council
Draft Minutes of Council Meeting
held on Wednesday 13th January, 8pm (virtual meeting)

Present Cllr T Butler (Chair), Cllr A Cheesman, Cllr A Crick, Cllr S Harris, Cllr M Rodbert, Cllr O Rook

Also present Jane Ives, Clerk to Parish Council
District Councillor Phillip Davies
6 members of the public

The following are draft minutes of the Council meeting held on 13th January 2021 and are subject to approval at the next meeting

20.207 **Chair's Announcements:** The Chair welcomed everyone to the meeting and noted that the meeting was being recorded for minute taking purposes.

20.208 **Apologies for absence:** Cllr Driver

20.209 **Declarations of Interests:** None

20.210 **Council Meeting Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 9th December 2020.

20.211 **Update on actions arising from previous meetings:**

- **i)** **Village Clean Up Day** – deferred until after lockdown restrictions
- **ii)** **HCC Covid 19 Fund** – Clerk on contact with SDNPA who require further information
- **iii)** **HCC Traffic Study –** Awaiting response from HCC
- **iv)** **Telephone Box –** Clerk to seek permission from Highways on location
- **v)** **Defibrillators –** Clerk to arrange the move of the current defib to the Village Hall and seek funding for a second defib. Contractor identified.
- **vi)** **Bench in churchyard –** Cllr Rook to take photo of potential location and send to Clerk. Clerk to apply to Diocese of Portsmouth to obtain permission.

20.212 **District Councillor's Report:** Cllr Davies had no report this month.

20.213 **County Councillor's Report:** Cllr Oppenheimer had provided a report (Appendix 1) which was noted.

20.214 **Report from Planning Chair:** Cllr Rodbert noted updates to recent planning applications (Appendix 2). He advised that there had been 3 planning meetings in December including 37 dwellings on the Liss Forest Nursery Site and two applications in Church Lane.

Cllr Butler thanked all members of the Planning Committee for all their excellent hard work in dealing with planning matters on behalf of the Council.

20.215 The Chair **adjourned** the meeting for **Public Questions**:
A member of the public would like to see two defibrillators in the village, one at either end. The Clerk advised there was already a plan to install a second one if funding could be agreed.
Meeting reconvened

20.216 **Clerk's Report:** The Clerk gave the following report:

Tree works

The tree works were carried out prior to Christmas over 2 days. The contractor did an excellent job and all works were completed to our satisfaction.

Grant Applications

We need to go out to all local groups/charities to offer them the opportunity to apply for grant funding for 2021/22. We have increased our budget to £2,000 for the next financial year due in part to the Covid-19

pandemic and may want to particularly support groups/charities who have been particularly affected by the pandemic.

Playground
Under government guidelines, the playground at the Village Hall is allowed to remain open during the new lockdown.

Food Bank Collection
The food bank collection at the Old Church leading up to Christmas was very successful indeed with over 800 items of food donated to Bordon Food Bank and Liss Food Bank. Both have thanked Greatham residents for their very generous donations. We were also able to donate small gifts of food items to local Greatham residents to spread some Christmas cheer. Thanks in particular to Boopie Cope and the Rodbert family for locking and unlocking the Old Church each day of the food bank collections.

20.217 Financial Report:
The financial records as at 31st December 2020 are as follows:

Receipts 1st December to 31st December 2020

Old Church income	£ 48.90

Balances as at 31st December 2020

Current Account	£16,425.41
Deposit Account	£25,044.68
Total at bank	**£41,470.09**

Earmarked Funds held

CIL fund	£ 8,229.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 1,820.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
Total Earmarked Funds	**£17,851.00**

General Reserves Balance £23,619.09 (total at bank less earmarked funds)

20.218 Payment Schedule: It was **RESOLVED** to approve the following payments:

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
23/12/20	Clerk	Salary December 2020	£809.37	£0.00	£809.37
23/12/20	HMRC	Tax/NI liability mth 9	£14.15	£0.00	£14.15
		PAYMENTS TO BE MADE			
03/11/20	Petersfield Town Council	Grass cutting October 2020	£50.00	£10.00	£60.00
16/11/20	Petaprint	Posters	£72.50	£1.50	£74.00
15/12/20	Liphook Tree Surgeons	Tree works as per quotation	£1780.00	£356.00	£2136.00
28/01/21	Clerk	Salary January 2021	£809.37	£0.00	£809.37
28/01/21	HMRC	Tax/NI liability mth 10	£14.15	£0.00	£14.15
		TOTALS	£3549.54	£367.50	£3917.04

20.219 Grants Working Party: It was **RESOLVED** to appoint the Clerk, Cllr Cheesman and Cllr Harris to form a working party to make recommendations to Council on grant applications. The Clerk will now write to all local organisations to invite them to apply.

20.220 **Risk Management Schedule:** The Risk Management Schedule (Appendix 3) was **APPROVED** with the addition of the risk of illness of councillors due to Covid-19 making meetings inquorate. There is a delegation scheme in place should this occur.

20.221 **Footpath Representative:** It was **RESOLVED** to appoint Cllr Rook as the Council's footpath representative.

20.222 **Project List 2020/21**: The project list was reviewed and updated as follows:

Task	Lead	Cost	Comments/Progress
General Parish Council Work			
Nursery Site Application	Cllr Rodbert		Response submitted Dec 2020. Monitor.
Quick Wins			
Speedwatch	Cllr Rook		Currently not able to operate due to Covid-19 lockdown. Training now available online.
G15	Cllr Driver	£200	Meetings to commence once Covid-19 allows. Community volunteers currently operating to help residents during lockdown.
Village Awards	Cllr Driver	£500	Delayed due to Covid lockdown, target for next APM.
Councillor Drop In	Cllr Driver		Session held in December. Will hold these quarterly, by appointment, once Covid-19 restrictions allow.
Telephone box	Cllr Harris		Clerk to seek Highways permission for location at Longmoor Rd/Petersfield Rd junction.
Wildflowers	Cllr Harris	Grant	HCC pollinator project on hold with no current update. Wildflower planting will commence following grant from EHDC.
Village Footpath & Ecology Signboards	Clerk/Cllr Harris	S106	Funds received, Clerk to seek Highways permission.
Major Initiatives			
Neighbourhood Development Plan	Cllr Rodbert	Grant, precept	Working group in place. Potential Feb/March 2021 agenda item.
Village Design Statement	Cllr Rodbert		Working group required. Potential Feb/March 2021 agenda item.
Playground Renewal	Clerk/Cllr Harris	CIL, grants	CIL application rejected. New application Jan 2021.
Traffic calming initiatives	Cllr Rook	Grants, precept	Amended CFI application submitted Jan 2021.
Old Church	Clerk/Cllr Rodbert		Vision & strategy to be agreed. Feb 2021 agenda item.
Other Initiatives			
Village Gateway	Clerk/Cllr Harris	S106	Funds received, Clerk to seek Highways permission for locations.
Village Tree & Hedge Strategy	Cllr Rodbert		Will likely form part of Village Design Statement.

20.223 **Traffic Working Group:** Cllr Rook reported that the group had recently met and worked through the CFI form which is now ready to resubmit to Highways. The Clerk will action this.
The working group intend to look at a traffic strategy for the whole village and work with SDNPA and Highways on an overarching strategy rather than introducing initiatives piecemeal. Potentially a traffic consultant could be used to help with this work.

20.224 **Reports from Organisations, Outside Bodies, Working Parties, Leads & Groups:** Cllr Cheesman reported that the MOD are thinking of closing the Liss Forest car park due to Covid restrictions and he will advise the Clerk if this happens so we can publicise this.

20.225 **Items for next agenda:** Old Church Vision, Neighbourhood Development Plan, Parking at bottom of Longmoor Road.

20.226 **Date of next meeting –** The Chair confirmed the next virtual meeting will be on Wednesday 10th February 2021, 8pm. A Planning Committee meeting will be held on Monday 25th January 2021 at 8pm (subject to planning applications being received).

The meeting closed at 8.51pm.

Signed: …… Chair

Date: ……

Appendix 1: County Councillor Report

As we start 2021, I would like to say a big THANK YOU to all Parish Councillors for your service to the community during this pandemic. It has not been an easy period for anyone yet despite the pressures you have all kept going impressively. The work you do on behalf of residents is greatly appreciated. We are not out of the woods yet but the end is in sight…we will beat this together!

1. Making sure people know how to get tested

   To help contain infection rates locally, we need to ensure that people know how to get tested. I would ask Parish Councils to consider reinforcing this message through their communication channels. The simple message is that anyone with a high temperature or a cough should get themselves tested. Anyone with symptoms can order a test at this link:
   https://www.gov.uk/get-coronavirus-test

   Of course, anyone with symptoms must also self-isolate too. I think that this is more widely understood than the requirement to get a test.

2. Concerns over return to school

   With Hampshire currently in Tier 4, I would like to acknowledge the local concerns amongst parents and teachers about the return to school of primary school children today.

   Hampshire's early years providers and county-wide family of schools are continuing to work hard to keep Hampshire's pupils, teachers and school staff safe by implementing appropriate measures to help prevent the spread of infections when they are in school. We are extremely grateful for all the work that is being undertaken, and I am aware that many staff have worked over the Christmas period to ensure that schools adhere to the latest national guidance. I hope that parents will be reassured by this phenomenal effort.
   We will face similar concerns when secondary school pupils are due to return. These are not easy decisions for the Government. I believe that the physical and mental wellbeing of children is best served by keeping schools open wherever possible. I have full confidence that parents and teachers will continue to work towards enabling pupils to return to the classroom as soon as possible.

3. Hitting the Cold Spots

   It looks like the current cold snap is set to continue for at least the next fortnight. Now more than ever, it is important that everyone stays warm in their own homes so that they do not become more vulnerable to Covid. Hampshire County Council has an initiative to help people who are struggling to stay warm. The initiative is called "Hitting the Cold Spots". Any resident in Hampshire can call for support and advice on this number:
   0800 804 8601

   Lines are open 9-5 on weekdays. Services include:
   - home visits from our Advisors offering advice and practical support;
   - support with temporary heating measures if you are without heating;
   - assistance to switch your energy provider or tariff to help you save money on your fuel bills;
   - eligibility check for the Warm Home Discount and local energy efficiency schemes;
   - help to access to funding, where available, for boiler repairs and replacements. Delivered through trusted 'Buy With Confidence' contractors;
   - signposting and referrals to other organisations, such as: benefits and debt advice and safe and well visits by Hampshire Fire and Rescue Service;

   I would be very grateful if Parish Councils could advise local charities and groups about this worthwhile initiative please. Stay safe and stay warm!

   RUSSELL OPPENHEIMER

Appendix 2: Planning Applications as at 6th January 2021 *(decisions since last meeting highlighted in yellow)*

Reference	Address	Proposal	Consultation Expiry Date	Determination Date	GPC Comments	Decision
SDNP/20/05587/TEL	Street Record, Mill Lane, Hawkley	Prior notification- 9m medium pole and 8m light pole	28/12/20	08/01/21	No objection	Approved
SDNP/20/05065/FUL	Land off Church Lane, Greatham GU33 6HB	New stable block attached to existing barn following demolition of existing stable building	05/01/21	08/03/21	Comments re materials and construction	
SDNP/20/05028/HOUS	1 Oak Tree Cottages, Petersfield Road, Greatham GU33 6EZ	Single storey extension to rear following removal of sunroom	24/12/20	14/01/21	No objection	
SDNP/18/06111/FUL	Liss Forest Nursery, Petersfield Road, Greatham GU33 6HA	Development of 37 dwellings (including affordable homes), alterations to existing access onto Petersfield Road, hard and soft landscaping, drainage and all other associated works	17/12/20	21/03/19	Objection	
SDNP/20/05707/APNB	Land off Church Lane, Greatham	Application to determine if prior approval is required for an agricultural barn	01/01/21	14/01/21	Comments re prior approval being required	
SDNP/10/04605/HOUS	Heath Cottage, Stairs Hill, Empshott GU33 6HR	Erection of a garden building to comprise a family/gym room, office & bathroom	26/11/20	22/12/20	No objection	Approved
SDNP/20/02705/FUL	The Coach House, Greatham Moor, Forest Road GU33 6HE	Conversion of existing integral double garage & store into home office. Detached triple garage, log store & general garden store	24/11/20	21/12/20	No objection	
SDNP/20/04367/TPO	84 Newfield Road, Liss GU33 7BW	Oak (T1) - 17m in height, remove 7m height leaving 10m. Crown spread to 12m, remove 1.5m on each aspect	19/11/20	15/12/20	No objection	Approved
SDNP/20/03813/CND	Copse House, Church Lane, Greatham GU33 6HB	Variation of condition 2 of SDNP/19/05129/FUL to allow substitution of plans showing minor changes to windows/doors and material finishes to elevations	19/10/20	03/11/20	No objection	
SDNP/20/02768/HOUS	Manor Cottage, Petersfield Road, Greatham GU33 6HF	Detached outbuilding for use as office	19/10/20	12/11/20	No objection	Approved
SDNP/20/04149/HOUS	New House, Longmoor Road, Greatham GU33 6AG	Single storey wrap around extension following demolition of flat roof porch	03/11/20	27/11/20	No objection	Approved
SDNP/20/04230/FUL	Land off Church Lane, Greatham	Retrospective application for a replacement mobile home, one skid-mounted stable and two skid-mounted field shelters.	10/11/20	01/02/21	Objection	

SDNP/20/03362/HOUS	April Cottage, Longmoor Road, Greatham GU33 6AE	Detached garden shed	07/10/20	28/10/20	No objection	Approved
SDNP/20/03908/OHL	Land at Ham Barn roundabout, Farnham Road, Liss GU33 6LB	Installation of new pole for transformer	12/10/20	23/10/20	No objection	Approved
SDNP/20/03691/HOUS	2 Greatham Green Cottages, Forest Road, Greatham GU33 6HD	Proposed 2 storey side extension and single storey rear extension following demolition of existing pitched and flat roof extensions and demolition of existing concrete garage	15/10/20	10/11/20	No objection, request local brick used	
SDNP/20/03198/HOUS	Pilgrims Way, Church Lane, Greatham GU33 6HB	Replacement garden shed following removal of existing shed	22/09/20	19/10/20	No objection	Approved
SDNP/20/03070/CND	5 Bakers Field, Greatham GU33 6EX	Variation of Condition 2 of permission SDNP/19/05738/FUL to allow external walls to be built with facing brickwork	02/09/20	21/09/20	No objection, comment re solar panels	Approved
SDNP/20/02763/TCA	The Hermitage, Petersfield Road, Greatham GU33 6HA	Row of Leyland Cypress (G1) - fell row of trees (approx 12) as they add little in environmental and amenity value and their removal will allow the planting of more beneficial species.	06/08/20	19/09/20	No objection	Approved
SDNP/20/02417/FUL	West Fork, Farnham Road, Liss GU33 6LA	Creation of new access road and use of existing access road for additional caravan storage, relocation of building and 2 additional holiday pods.	10/08/20	02/09/20	Objection	
SDNP/20/02812/HOUS	Willow Lea, Church Lane, Greatham GU33 6HB	Two-storey rear extension, enlargement of the front porch and removal of the timber shed.	20/08/20	15/09/20	No objection	Approved
SDNP/20/02572/HOUS	Longmoor Lodge, Longmoor Road, Greatham GU33 6AP	Clad only the existing red grey brickwork on the right hand side of the front elevation and right side elevation to match the cladding at the rear extension.	21/08/20	10/09/20	No objection	Approved
SDNP/20/02282/HOUS	Darley, 1 Longmoor Road, Greatham GU33 6AE	Relocation of an existing garden storage shed to an existing concrete hardstand forward to the front façade of the main dwelling	09/07/20	05/08/20	No objection	Approved
SDNP/20/01023/HOUS	Lindisfarne, Longmoor Rd, Greatham GU33 6AG	Single storey rear extension following demolition of existing conservatory	13/04/20	08/05/20	No objection	Approved
SDNP/20/01507/HOUS	Bower Cottage, Longmoor Rd, Greatham GU33 6AQ	New vehicular access, widen pedestrian kerb and single storey side extension	15/05/20	11/06/20	No objection	Approved

Appendix 3: Risk Management Schedule adopted 13th January 2021

The table below sets out the Risk Management Schedule agreed by Greatham Parish Council as at 13th January 2021. Review due: Annually in January

The Risk Management Schedule enables the Council to assess any risks and satisfy itself that it has taken adequate steps to minimise them, whilst recognising that not all risks can be eliminated. The Schedule should help the Council to identify and manage such risks, record findings and review or revise procedures accordingly.

Service Area		**Risk**	**Likelihood (1, low – 3, high)**	**Risk Rating H/M/L**	**Control of Risk**	**Review/actions carried out**
Insurance	1.1	Public Liability (statutory)	1	M	Continue existing cover	Renewed in May 2020
	1.2	Employers Liability (statutory)	1	M	Continue existing cover	Renewed in May 2020
	1.3	Loss of money	1	L	Continue existing cover	Renewed in May 2020
	1.4	Fraud/theft of money by employee	1	L	Continue existing Fidelity Guarantee cover	Renewed in May 2020
	1.5	Damage/loss of all property	2	M	Continue with existing cover on playground equipment and assets contained within the Council's agreed Asset Register.	Renewed in May 2020
	1.6	Loss of revenue	1	M	Continue existing cover	Renewed in May 2020
	1.7	Officials Indemnity	1	M	Continue with existing cover	Renewed in May 2020
	1.8	Libel & Slander	1	M	Continue with existing cover	Renewed in May 2020
	1.9	Personal Accident	1	M	Continue existing cover (scale benefits).	Renewed in May 2020
	1.10	Loss of internet/email	1	L	Continue existing cover	Renewed in May 2020
Employment	2.1	Loss of services of employee	2	H	Immediately advertise any vacancy (if permanent loss) and consider employing a locum Clerk for cover. Ensure budget provision in place for employment of a locum Clerk.	No current need Budget provision in place
`	2.2	Payments to employee	1	L	Ensure compliance with current NI, PAYE and pension regulations Salary reviewed annually	Assessed as part of internal audit Reviewed in year

					Member of Staffing Advisory Committee to sign off Clerk's timesheet, including approval of additional hours worked Payments signed off by two councillors	No physical meetings so signed off by email
	2.3	Clerk unable to perform role through inadequate training	1	M	Ensure adequate training is provided, and reviewed during annual appraisal or when new legislation/regulations are introduced	Limited training opportunities due to Covid-19, but training has been attended online
Administration	3.1	Payment arrangements	1	L	Continue with requirement to report all payments to Council for approval on a monthly basis Continue with requirement for 2 signatories to initial cheque stubs and invoices or 2 councillors to approve online payments	All payments reported and checked by internal audit process No signatures due to lack of physical meetings, but minutes reflect approval of payments
	3.2	Reconciliation	1	L	Continue with bank reconciliations on all bank accounts to be carried out on the receipt of each statement and report balances monthly to Council Continue with Councillor sign off of quarterly reconciliation and report to Council	Financial reports minuted monthly A councillor has signed off all quarterly reconciliations and minutes reflect this
	3.3	Loss of bank signatories	2	M	Ensure at least 4 councillors are on bank mandate and can approve payments. If a councillor resigns, a new signatory should be put in place at the earliest opportunity	6 councillors on mandate; review if councillor(s) resigns
	3.4	Agency advice	1	M	Continue with memberships of HALC and SLCC	Renewed in year
Business	4.1	Loss of council records	1	M	Perform weekly backups to external hard drive on the	All documents stored on

Continuity					Clerk's laptop, and to a suitable cloud provider. On an annual basis archive council paper records with Hampshire County Council. Council paper records kept in locked cabinets at Village Hall and at Clerk's home. Keys held by Clerk to Village Hall/filing cabinets	One Drive Requires action Records secure
	4.2	Access to Clerk's laptop and passwords held by the Clerk	1	M	The Clerk to give a sealed envelope (signed across the seal) to the Chairman for safe keeping which contains all the passwords to access the Clerk's laptop, website logins and email passwords	Requires action to update
	4.3	Council inquorate due to councillors illness due to Covid-19 pandemic	1	M	Delegation scheme in place to allow the Clerk to make decisions in consultation with councillors by email if necessary	Delegation approved June 2020
Maintenance of Assets	5.1	Loss of use of play equipment	1	M	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Continue to have annual playground inspection. Councillor carries out visual playground inspection and sends report to Clerk Covid-19 guidelines for playground – regular inspections by Clerk to ensure safety notices in place Ensure adequate insurance is in place	Annual inspection carried out 2020 Check councillor is carrying out regular inspections Safety notices regularly checked and replaced Insurance renewed May 2020
	5.2	Deterioration of Old Church	1	M	Continue with regular monthly maintenance and safety checks to building and environs, including monthly visual inspections	Requires action
	5.3	Condition of assets such as village green, bus shelters, litter bins	1	M	Carry out regular quarterly inspections of all assets and monitor for deterioration	Requires action
Precept	6.1	Annual precept not the result of proper detailed consideration	1	M	Continue to set up working party annually in September to agree budget and recommend to full	Working party set up in year

					council	
	6.2	Inadequate monitoring of performance	1	L	Continue to monitor budget versus actuals quarterly. Councillor to carry out quarterly reconciliation as set out in Financial Regulations	Contained in minutes Contained in minutes
	6.3	Illegal expenditure	1	L	Continue to ensure that all expenditure is within legal powers as set out in Financial Regulations by signing of all payments and approving any contracts awarded before work takes place	All expenditure approved by Council and contained within minutes
Accounting	7.1	Non-standard and/or non-compliant records kept	1	L	Continue to require adequate, complete and statutory financial records and accounts which are reviewed annually by Internal Auditor and, where required, subject to External Audit Expertise in-house as CiLCA qualified Clerk in post	Internal audit carried out in year
	7.2	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	1	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines and AGAR approved by June each year Expertise in-house as CiLCA qualified Clerk in post	AGAR deadlines met
	7.3	Non-compliance with internal audit requirements	1	L	Appoint internal auditor and continue practice of agreeing an action plan and following up at full council meeting Expertise in-house as CiLCA qualified Clerk in post	Auditor appointed and action plan agreed by Council
	7.4	VAT reclaim not processed	1	L	Submit VAT reclaim at financial year end or more regularly if large amount of VAT is paid out Forms part of Internal Audit checks annually	Requires action at year end; VAT return complete for previous year
Contracts	8.1	Ensure continued value for money coupled with continuity of work	1	L	Comply with financial regulations in obtaining 3 quotations for work required for larger items For specialist work on Old Church carry out due diligence on contractor before appointing including references sought if necessary and copy of public liability insurance retained by the Clerk	Quotations obtained in accordance with Financial Regulations

Events at Old Church	9.1	Loss or theft of cash	1	L	Use a locked tin for all donations at events. 2 people to count donations after event and sign a reconciliation sheet. Tin and reconciliation to be handed to Clerk at earliest opportunity. Cash to be checked and signed for by Clerk on handover and banked.	
	9.2	Public safety at events	2	M	Volunteer stewards to be present to assist members of the public in attendance Risk assessment carried out prior to event	Risk assessment in place and reviewed prior to each event
Data Protection	10.1	Inadequate protection of personal data relating to employees/members of the public	2	M	Renew ICO registration annually Review all GDPR policies using the dates agreed by Council noted within policies	ICO registration renewed in year Requires action
	10.2	Inadequate data lifecycle management	2	H	Review storage arrangements of privileged information by past and present employees and councillors.	Requires action
Freedom of Information	11.1	Information available to members of the public requesting it		L	Review the Publication Scheme every year to ensure compliance with legislation	Requires action
Meetings	12.1	Inaccuracy in recording of council decisions in minutes	1	L	Draft minutes reviewed by Chairman for inaccuracies before publication Minutes approved formally at next council meeting	Chairman reviewed and all minutes published and approved formally at meetings
	12.2	Timing of publication of minutes and agendas	1	L	Published within timeframes set out in Standing Orders and in accordance with Transparency Regulations	Agendas & minutes all published as required; Transparency Regulations checked as part of internal audit
	12.3	Adequacy of meeting location	1	L	Clerk to carry out a visual inspection prior to meeting	No requirement in year as all meetings held online to date
	12.4	Acting outside of the legal powers of local councils	2	M	Clerk to seek legal advice if unclear through HALC, NALC or SLCC Expertise in-house as CiLCA qualified Clerk in post	Advice sought as required
	12.5	Councillors acting outside of their	2	M	Councillors to undertake training in accordance with	All councillors offered

		powers			the Council's Training & Development Policy	training in year
Register of Members' Interests	13.1	Members' Interests not notified to District Council	1	L	Clerk to remind councillors at Annual Meeting although onus on councillors to declare their interests	All interests declared following election and published on website
	13.2	Members' Interests declared at a meeting when required	2	L	Agenda item at every meeting to ask councillors if they wish to declare an interest	Contained within agendas and minutes
Reputation	14.1	Damage to reputation due to members acting outside of their remit	2	M	All members to undertake regular training and to have read and understood Council policies including Standing Orders	No action required as training up to date
	14.2	Damage to reputation due to Clerk acting outside of legal duties	1	M	Clerk to undertake regular training Expertise in-house as CiLCA qualified Clerk in post	CiLCA qualified Clerk and ongoing ad hoc training in year