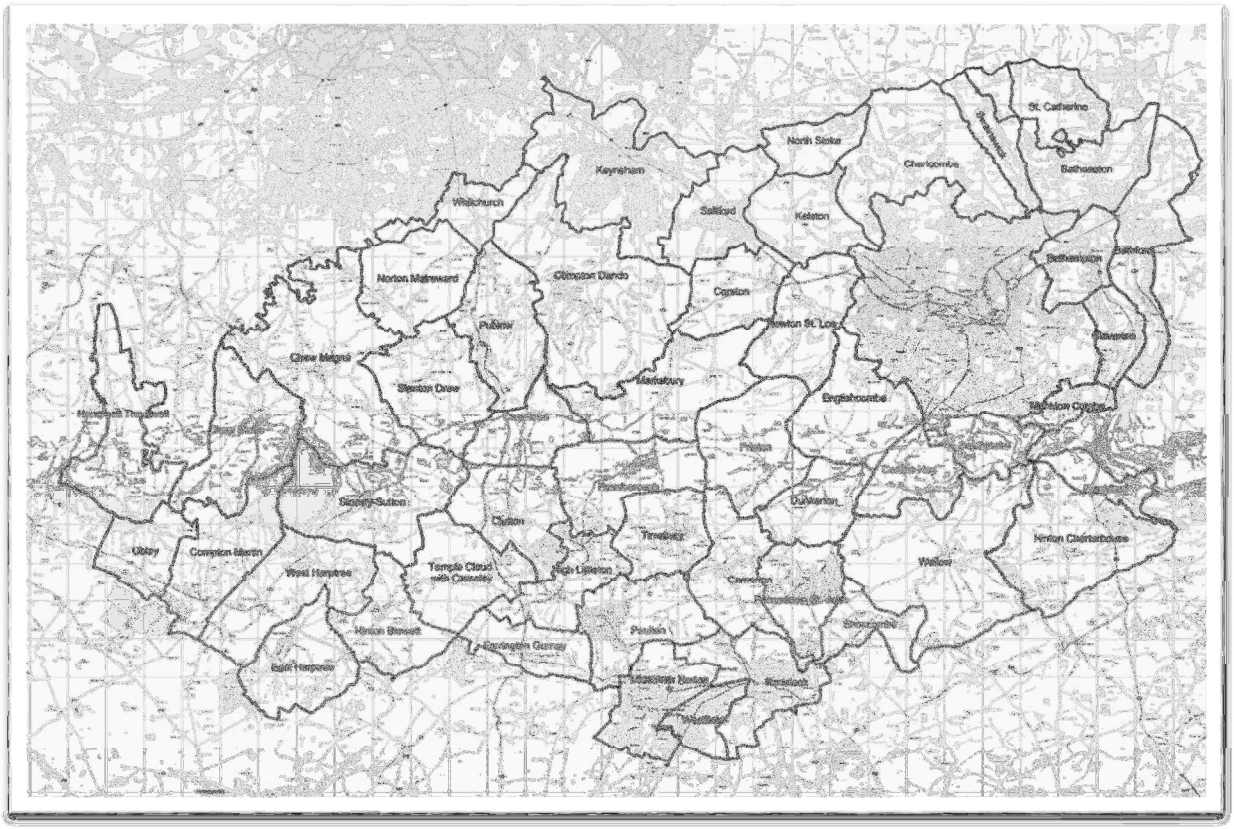
PARISH CHARTER

between

Bath & North East Somerset Council

and

The Parish Councils of Bath and North East Somerset



Changing Together

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1. Summary - What you need to know about the Parish Charter

The Charter has one simple aim - to provide a framework for us to work together to serve the people of Bath and North East Somerset. We have a common purpose to promote the wellbeing of Bath and North East Somerset, and we serve the same residents. This is the foundation of our Charter.

The Charter sets out how we will achieve this, by:

- ✓ Maintaining high ethical standards, **respecting and valuing each other**
- ✓ Being good partners and continuously **strengthening relationships**
- ✓ Providing **practical support** and helping each other out
- ✓ Being clear on **who does what**

The main document sets out what the Charter's signatories will do to deliver these aims. You will find this useful if you are in a B&NES Council service area or are a parish clerk or elected member (whether from B&NES or a parish council). We also hope this will be of more general interest - for example to voluntary groups who wish to work with parish councils.

Our Charter does not include everything. There are additional details – for example on Development Management and Highways and more information on protocols and standards (including Bath & North East Somerset Council's Customer Service Standards) on the Council's website and through the Toolkit which will accompany the Charter.

We will ensure that the Charter and associated documents will be made available on our websites. We recognise that information will change over time and we will review and update annually.

The Charter also sets out how we will manage the relationship – putting things right when they go wrong as well as celebrating the things that go well. Finally, we set out the next steps and the process for future review.

2. Introduction

Since its creation, Bath & North East Somerset Council and the parish and town councils in our area have built a tradition of strong joint working, leading to the creation in 2006 of a "Parish Charter". This has provided a firm foundation for our work.

However, much has changed since the Charter was adopted over a decade ago. For example:

- Financial constraints on local services have increased, as have demographic pressures such as an ageing population. These are shared challenges for us all. We will need a joint focus on getting better value for money and delivering the savings we need to live within our means. Bath and North East Somerset Council's financial and staffing resources are reducing and this is likely to continue. This provides opportunities for parishes and communities to do more for themselves.
- Communications have been transformed by digital technology, smartphones and social media. This increasingly provides opportunities to transform the way we work and communicate with each other through "smart" working and use of digital technology.
- Following a Community Governance Review, three new parish councils (Westfield, Midsomer Norton and Radstock) have been created. There are now 44 parish councils, 3 town councils, 3 parish meetings and one village council[1] in Bath and North East Somerset. For full designations see Appendix 3.

The key strengths of our parish councils – and the principles of effective partnership working – remain. Clear communications are central to successful collaboration. For this Charter to work, it needs to be picked up, read, understood and referred to at all levels of our local democracy. In creating this new Charter we have focused on making the document helpful to the people who will use it, including:

- Parish councillors and clerks
- Bath & North East Somerset Council elected members, including those who do not have parish councils in their areas
- Bath & North East Somerset Council staff, particularly those whose work brings them into contact with parish councils

The Charter sets out:

- The commitments we are making - both at a high level and also specific actions.
- What we do well, and the challenges facing us. We also include specific examples of good practice locally we can build on.
- How we would know if we have succeeded.

[1] In the Charter, we have used the phrases "parishes" or "parish councils" for simplicity throughout, although allowance needs to be made for the differing legal framework of parish meeting areas.

3. Our Aim: Together to serve the people of Bath and North East Somerset

> *"We'll have been successful when we really understand each other's objectives and can contribute to their delivery"*
>
> *Parish Charter Review Workshop*

Our Core Commitments

The Charter has one simple aim - to serve the people of Bath and North East Somerset. This aim is underpinned by the following core commitments.

<u>Together</u>, we will:

- ✓ **work together to promote local economic, social and environmental well-being. We will value the roles, responsibilities, and opinions of our respective councils, but be aware at all times that we have a common purpose to serve the public of Bath & North East Somerset and that we serve the same residents. This is the foundation of our Charter.**
- ✓ **respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers. (For more information on parish council functions see Appendix 2).**
- ✓ **work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working, with greater emphasis on the use of digital technology as staffing resources reduce.**
- ✓ **work together to try and answer residents' queries at the first point of contact, signposting as necessary, regardless of whether the query is to a parish or to B&NES Council.**
- ✓ **use the following joint principles for the devolution of services to parish and town councils:**
  - **"By choice, not imposed"**
  - **"One size doesn't fit all"**
  - **"All liabilities to be declared openly on both sides"**
  - **"Give proper notice of changes"**
  - **"Be clear on what is being transferred, and over what timescales"**
  - **"Encourage parishes to cluster"**
  - **"Set up a 'support' offer"- e.g. training/equipment"**

<u>As individual bodies</u>, we will make the following core commitments regarding consultation:

- ✓ **B&NES Council will consult specific parishes on matters when a planned decision would have a specific and direct or significant impact on the local council or its area or inhabitants. B&NES Council will provide adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.**

- ✓ **Parish councils will consult B&NES Council on matters when a planned decision would have a specific and direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or its inhabitants.**

- ✓ **Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).**

In adopting these commitments that drive our Charter, we can build on a wide range of good practice examples in our area, from work on local traffic issues to support for local community facilities and play areas. We have highlighted a few of these in this document.

Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will involve parish councils in the setting of our long-term corporate strategies and other priorities.	We will identify local objectives and priorities and work with B&NES Council to identify the best way of delivering them.
We will champion local democracy and encourage local residents to participate fully in the local democratic process.	
We will use Parish Liaison and the Connecting Communities Forums to put in place shared projects and identify key local priorities.	
We recognise a shared interest in support for local community facilities and will work together within legal and policy framework eg Assets of Community Value, to achieve this where possible.	
We will collaborate on digital projects to improve how we work together, communicate and deliver services.	
We will work together to protect the most vulnerable in our community.	

4. Making it Happen

In the next four sections we set out in more detail **how** we will work together to meet our aims. We will do this by:

a) Respecting and valuing each other
b) Strengthening relationships
c) Providing practical support
d) Making the best of our skills and resources

4a) Making it Happen: Respecting and valuing each other

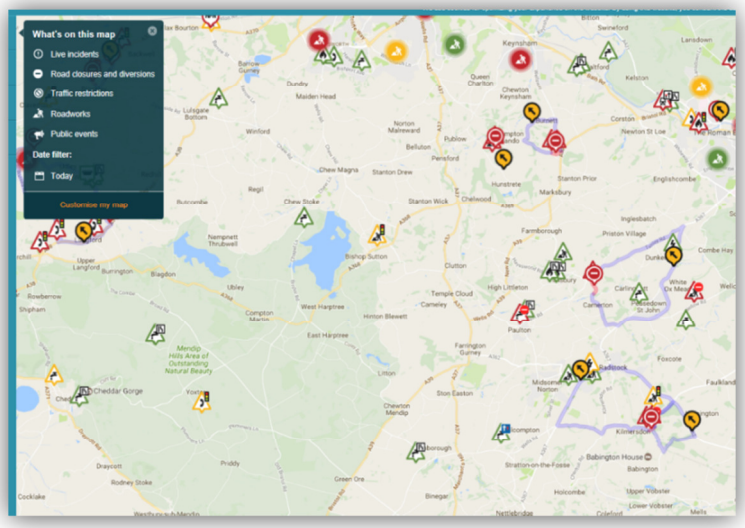
What we do well:

- In general, officers, councillors and other partners involved in joint working value the helpfulness and professionalism of their colleagues. Information received on road closures, recycling, etc. is all valued. Websites and social media are useful tools for parish councils to disseminate information e.g. Keynsham Town Council's Facebook page.
- B&NES Council officers are becoming more confident about engaging with communities on challenging issues at the Connecting Communities Forums.
- There is openness and a willingness to work together.

BUT

- There are sometimes different expectations and language used on both "sides".
- There is a perception of parish councils being seen as the "junior partner".
- We need to recognise the impact of how we behave with each other.

Good practice: *All parishes now receive regular 'street works' e-mails alerting them to roadworks and traffic interruptions in the district, with links to the roadworks.org website (pictured right) for further detail.*



So our Core Commitment is:

We will respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers.

Our Specific Commitments are:

<table>
<tr><th>FROM B&NES COUNCIL</th><th>FROM PARISH AND TOWN COUNCILS</th></tr>
<tr><td colspan="2">We will:

• listen – always being open to ideas
• prioritise – making sure local needs come first wherever we can
• join up – working in partnership with our local communities
• work collaboratively – helping communities find the best way to tackle local issues
• share ideas – building on what works
• treat each other with respect
• work openly and transparently
• recognise the impacts of our behaviours on others</td></tr>
<tr><td colspan="2">We will work together to develop our people, including coaching, shadowing and understanding the competencies we need to thrive.</td></tr>
<tr><td colspan="2">We will work within our respective organisational policies and procedures to deal with complaints.</td></tr>
<tr><td>B&NES Council through its Monitoring Officer will support the promotion of high standards of behaviour, including the investigation of complaints against parish councillors, involving the Standards Committee and Parish Councils where appropriate.</td><td>Parish Councils will assist the Monitoring Officer in promoting the high standards of behaviour and assist in the assessment of any complaints.</td></tr>
<tr><td>In line with the policies of transparency and accountability, B&NES Council will publish all parish councils' registers of members' interests without websites on its website and links to all Parish Councils' registers on their websites.</td><td>Parish councils will publish their Register of Interests on their websites.</td></tr>
<tr><td colspan="2">B&NES Council and ALCA will work together to improve governance standards in parish councils as appropriate.</td></tr>
<tr><td colspan="2">We will ensure that feedback on service delivery changes is effectively communicated.</td></tr>
</table>

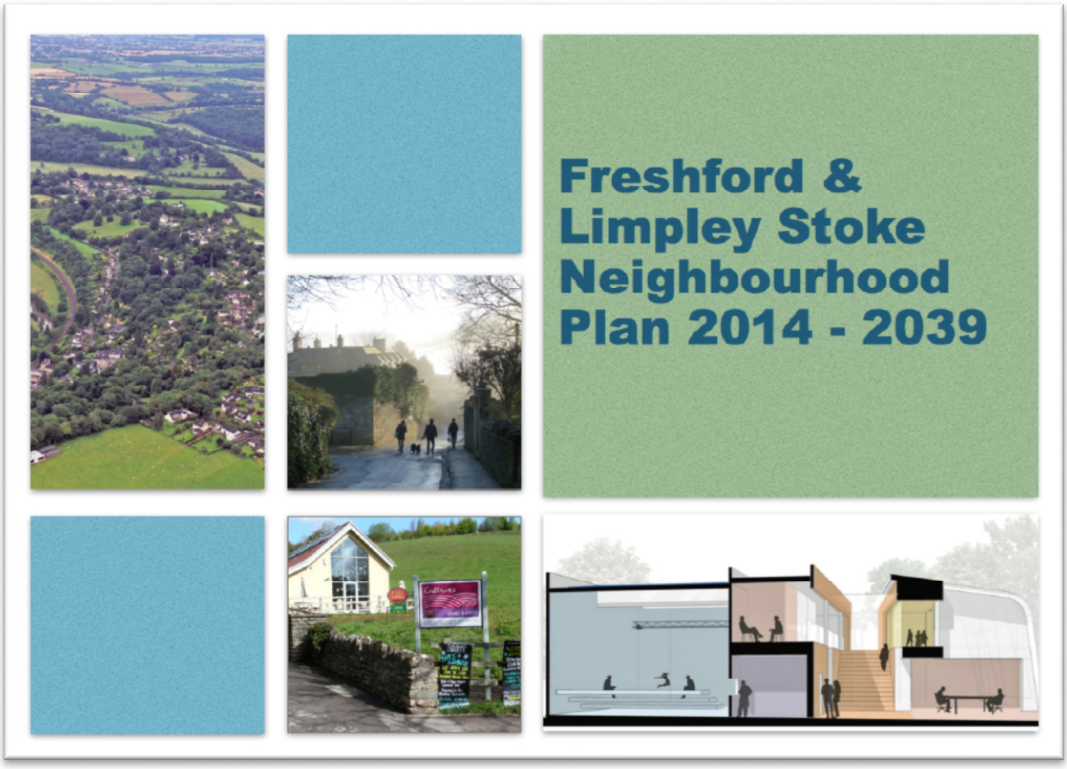
We need to reinforce these behaviours through effective partnership structures, and above all this means communication. In the next section we will set out how we will work in partnership.

4b) Making it Happen: Strengthening relationships

What we do well:

- Through the Connecting Communities Forums and our long-established Parish Liaison meeting we have regular conversations about key issues facing our localities.
- The process of developing the Parish Charter has helped strengthen relationships.

Good practice



We have made good progress on working together to develop Neighbourhood Plans including the Chew Valley plan which brings together seven parishes and the Freshford and Limpley Stoke Plan (illustrated above) which sees cross-boundary co-operation with Wiltshire. The Council has developed an interactive map of the current status of these plans across the area. These are available on its website.

BUT

- Sometimes consultation times are too short and the channels through which consultation takes place, or the importance of a parish council response, are unclear.
- Not all parishes engage in what's available.
- There is sometimes overlap between Parish Liaison and Connecting Communities.
- There are few shared programmes between parish councils and B&NES Council.

So our Core Commitments are:

We will work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working such as digital technology.

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
B&NES Council will consult specific parishes on matters when a planned decision would have a specific and direct or significant impact on the local council or its area or inhabitants.	Parish councils will consult B&NES Council on matters when a planned decision would have a direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or inhabitants.
B&NES Council will allow adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.	Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).
We will provide the framework for Parish Liaison (using the Terms of Reference set out in Appendix 1) and Connecting Communities (see Toolkit).	We will participate in and contribute to Parish Liaison and Connecting Communities Forums.
We will deliver regular e-bulletins to parish councils covering learning and development; funding opportunities; events and other up to date information.	We will use our local newsletters and websites as appropriate to disseminate information and consultations to local communities.
We will use the Council magazine to promote partnership work and local community activity.	We will advise the Council of any good practice or successes we wish to highlight through its meetings or publications.
We will work in partnership to manage communications and expectations on key schemes that impact on local communities - particularly Highways (e.g. road closures) and Planning issues, building effective working relationships.	We will work closely with Council service areas to manage the impact of these schemes and build working relationships to manage any local concerns.
Every year we will work together to identify a number of shared "Parish Charter" projects which we will jointly sponsor.	

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will empower and develop parishes to become as appropriate trusted partners to enable better and more streamlined reporting e.g. of highways matters.	We will seek to report issues such as potholes through an agreed process.
We will continue to strengthen relationships with partners including neighbouring parishes and authorities both within our district and across boundaries.	

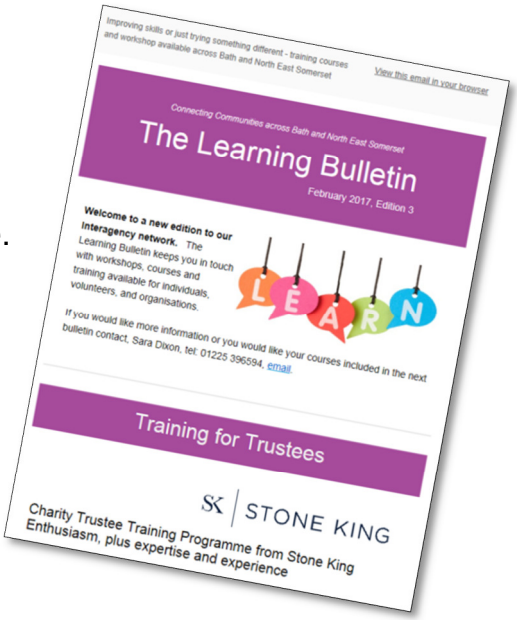
Partnership working means mutual support and only works if we can give clear, practical help to each other. The next section sets this out in more detail.

4c) Making it Happen: Providing practical support

What we do well:

- Day-to-day support from B&NES officers to clerks and other parish representatives is good.
- Council Connect is a reliable means of logging issues. The Cleansing Team are an excellent model particularly in relation to reporting back. Parishes cascade information effectively through their newsletters, social media and websites.
- Specialist support – e.g., when undertaking a Neighbourhood Plan - is positive.

***Good practice**: The Learning Bulletin goes to all parish councils which includes opportunities for training.*


Improving skills or just trying something different - training courses and workshop available across Bath and North East Somerset

View this email in your browser

Connecting Communities across Bath and North East Somerset

The Learning Bulletin

February 2017, Edition 3

Welcome to a new edition to our interagency network. The Learning Bulletin keeps you in touch with workshops, courses and training available for individuals, volunteers, and organisations.

If you would like more information or you would like your courses included in the next bulletin contact, Sara Dixon, tel: 01225 396594, email

Training for Trustees

STONE KING

Charity Trustee Training Programme from Stone King
Enthusiasm, plus expertise and experience

BUT

- More support is needed for clerks to collaborate.
- More information on procedures relating to Planning (particularly enforcement) and Highways would be welcome.
- We need to think of all parties as an 'equal partner'; aiming for excellence and understanding how to help others get there.

So our Core Commitment is:

We will work together to try and answer residents' queries at the first point of contact, signposting as necessary.

Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
B&NES Council will provide a point of contact to parish councils who need support. When changing key personnel we will update parishes with the new contact details and summary structure charts/line management information.	We will inform B&NES Council of changes to clerks, councillors and other contact details. The clerk will be recognised as the primary point of contact for communications from B&NES and will signpost within their organisation as appropriate.
We will fulfil our statutory duties in relation to planning consultation and set service standards for how we work with parishes. (See Toolkit.)	We will utilise the processes set out in the service standards, escalating where appropriate.
We will promote Council Connect services through our website and provide various ways for reporting issues (See Toolkit). We will be clear on what timescales can be expected.	We will use Council Connect services as primary reporting tools.
We will work to develop a Training/Continuous Professional Development offer- e.g. on Community Infrastructure Levy (CIL) / Section 106, Planning/highways updates, IT/digital Where appropriate the Council will offer other training to parishes.	We will undertake our own due diligence on all projects, recognising that local authorities and parish councils are different legal entities. We will encourage all parish clerks to become qualified and parish councils to work towards the Local Council Award Scheme.
We will share resources and skills by offering expertise, shared experiences, resources and training as appropriate.	
We will keep our websites up to date as far as is practicable and use all appropriate forms of media to gain and disseminate information.	
We will use our powers under the Local Government Act to help parishes achieve their local priorities.	We will secure local support for schemes we put forward as well as undertaking due diligence.
We will work with parish councils on local community and volunteering projects.	We will build effective partnerships in our local communities.
So far as practicable, we will share meeting rooms and use events as appropriate to publicise consultations, projects and services.	
We will keep up to date information available and contribute our local knowledge in relation to but not exclusively to the following: • Emergency planning • Local data through the research web pages • Parish Online	

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will work together to share information and approaches as appropriate to: • Procurement/bulk buying of equipment • Availability/sharing of ICT • Specialist training	
We will work together to improve community resilience, for example on Community Places of Safety in respect of minor emergencies.	

4d) Making it Happen: Making the best of our skills and resources

What we do well:

- There are good, effective parish councils in our area.
- Effective communication and collaboration already exists between a number of neighbouring parishes.
- Bath & North East Somerset Council has robust financial planning and is an effective partner.
- Together, this presents a solid basis for joint working.

Good practice: *The Packhorse pub's status as an Asset of Community Value was agreed by Bath & North East Somerset Council following a nomination from South Stoke Parish Council. The pub (pictured right) is now owned by the local community and re-opened in March 2018 following a four and a half year campaign and over £1m being raised.*



© The Packhorse Ltd

BUT

- There remains duplication of services and inconsistencies of approach, and the precise allocation of roles is sometimes unclear.
- There is sometimes a lack of understanding of the constraints we are all operating under – e.g. the legal frameworks, and how different councils work.
- There are concerns that more will be expected of the parish councils without any assistance from B&NES Council.
- There is no specific framework for devolution of services to parish councils.

So Our Core Commitment is:

We will use the following joint principles for the devolution of services to parish councils:

- ✓ **"By choice, not imposed"**
- ✓ **"One size doesn't fit all"**
- ✓ **"All liabilities to be declared openly on both sides"**
- ✓ **"Give proper notice of changes"**
- ✓ **"Be clear on what is being transferred, and over what timescales"**
- ✓ **"Encourage parishes to cluster"**
- ✓ **"Set up a 'support' offer"- e.g. training/equipment"**

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We recognise that there are a number of concurrent functions with parish councils. Parish council functions are set out in Appendix 3. We will pay particular attention to seeking to remove duplication and streamline these ways of working wherever possible.	We will keep B&NES Council updated on the detail of our service operations where there is the potential for joint working or where this would enhance efficiency and reduce duplication.
We will give support to parish councils offering training, advice and sharing resources as appropriate to help them use local capacity to improve services. We will provide appropriate equipment and support for litter picks and similar voluntary initiatives.	We will utilise local volunteer and other capacity to improve our areas - e.g. through litter picking, snow wardens, farmers helping with hedge cutting, etc.
We will make all communications to parish councils through the clerk for them to signpost as appropriate.	We will respond to communications within reasonable timescales.
We will support our elected members in representing their local community and they will be encouraged to work with parish councils.	We will work closely with B&NES elected members as community leaders and problem-solvers.
We recognise that parish councils operate through working parties as well as sub-committees.	We will invite B&NES Council representatives to be involved in working groups and to Full Council meetings as appropriate.

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will publicise the various roles and accountabilities within B&NES Council as set out in the Council's Constitution and other documents. We will also implement public speaking schemes for Council bodies as appropriate, including a general scheme and one specifically for Development Management.	We will seek to direct queries to the most appropriate role. We may seek advice at any time from the Community Engagement Team as to the best route to follow to get things done.
We will work together to create a Toolkit of information available and where to access it. B&NES Council will provide information on parish councils and their roles as part of its induction for new staff.	

5. Next Steps

To ensure the Parish Charter is effective we need to monitor and review it. We will encourage formal and informal events to celebrate and share our work and build relationships.



The Chair's Community Awards celebrate the people who are involved in their local communities. The Lifetime Achievement Award is named after Peter Duppa-Miller who did so much to champion the work of parish councils in our area. We will continue to encourage nominations from parishes.

We will monitor the Charter and examine the progress, particularly assessing the indicators of success set out in the table below. This will be done in consultation between the Council and parish councils allowing for full ALCA input.

✓ We have shared responses to the challenges and opportunities facing our area – eg West of England devolution, demographic change and financial pressures.
✓ Parishes are doing more for their communities - but within the right framework and getting the help they need.
✓ More joint projects to address common themes - e.g. affordable housing, youth provision, transport and cross-boundary infrastructure issues.
✓ Parish councils feel engaged with Bath & North East Somerset Council and that their voices are being heard.
✓ Communities have succeeded in getting the improvement they want in issues such as grounds maintenance, verges, potholes and broadband.
✓ More parish councils have contested elections.
✓ More parish councils receive NALC Award status.
✓ Smart use of IT improves communications.

We will jointly agree a dispute resolution process, to be used where it is thought that specific aspects of the Charter are not being delivered. We will keep the document a "live" one and undertake a light touch "refresh" every year, with a full review every 4 years.

6. Jargon Buster

Access Land	Land with public right of access mapped as 'open country' (mountain, moor, heath and down) or registered common land.
ALCA	Avon Local Councils Association.
Asset of Community Value	An amenity or public building which has been put forward by a community under the Localism Act for inclusion on a register held by their local authority. If it is included, it may not be sold without the opportunity for the public to raise funds to buy it.
Chairman's Community Awards	Annual Awards organised by Bath & North East Somerset Council to recognise volunteers, community leaders and businesses that make a positive contribution to the local community, putting people first and inspiring others to get involved.
Community Infrastructure Levy (CIL)	A planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.
Community Places of Safety	A temporary shelter to be used in an emergency (eg gas leak; flood; – generally a community venue where people will feel comfortable and safe.
Connecting Communities	The Council's framework for engaging with local communities.
Community Governance Review	A change to parish governance arrangements which Principal Councils (district or unitary) have the power to carry out. A review can consider whether to create a new parish; alter the boundary of an existing parish or to group a number of parishes together. Local people can petition a Principal Council to undertake a Community Governance Review and it must be undertaken if the relevant conditions are met.
Due Diligence	The exercising of an appropriate level of caution or investigation prior to acting or making a decision. It may involve a series of legal, financial and commercial checks depending on the circumstance.
General Power of Competence	The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort. However, there remain constraints and in particular this does not give any additional fund raising powers. A parish council wishing to use the power must formally resolve that it is an 'eligible council'. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two-thirds of councillors have been elected (i.e. not co-opted).14 The general power of competence is available in England only.

Local Council	A parish, town, village, neighbourhood or community council. These all have the same powers and can provide the same services. The only difference is that a town council has decided that it should be known as a town council instead of a parish, village, neighbourhood or community council, and may choose to have a mayor.
Local Council Award Scheme	Run by the National Association of Local Councils (NALC), the scheme is designed to celebrate the successes of the very best Local Councils, and to provide a framework to support all Local Councils to improve and develop to meet their full potential.
Monitoring Officer	The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and probity within the Council and Parish Councils. They also have a responsibility to report breaches and possible breaches of the law or maladministration to the Council.
NALC	National Association of Local Councils – the national membership body for Local Councils working to support, promote and improve them.
Neighbourhood Plan	The Localism Act 2011 gave communities the right to shape development in their areas through the production of a neighbourhood plan which should support the strategic development needs set out in the Local Plan.
Parish Charter Working Group	A small group of representatives from Bath and North East Somerset Council and local town and parish councils established to review the Parish Charter.
Parish Liaison	The Parish Liaison Meeting is a joint consultative body set up to consider issues of common interest between the parish/town councils (individually or collectively) and Bath and North East Somerset Council, that are relevant for discussion in this forum.
Section 106 (S106)	Legal agreements between Local Authorities and developers. These are linked to planning permissions and can also be known as planning obligations.

Appendix 1

PARISH LIAISON MEETING – Draft Terms of Reference

Membership

1. Bath & North East Somerset Council will appoint representatives to the Parish Liaison meetings in such numbers as it decides. One of its representatives (usually the Chair of Council) will chair each meeting.

2. The parish and town councils will each be entitled to send their nominated representative (usually the Chair of the Council) and their Clerk to the meetings.

3. The Local Councils Association for the Council's area will be entitled to send representation to the meetings in their own right.

4. Officers of Bath & North East Somerset Council will attend meetings as necessary to advise and assist discussion.

Purpose

5. The Liaison Meeting will provide an opportunity for the discussion of issues of common interest, identified by the Council or by parish/town Councils (individually or collectively), that are relevant for discussion in this forum

6. Items of relevance are likely to be those:

    - That have direct impact on all, or a significant number of, parish/town Councils
    - That support an effective working partnership between tiers of local government
    - Relating to the Parish Charter
    - Where a collective view from Local Councils would be helpful

7. Items that are not likely to be relevant for the Liaison meeting include;

    - Those that relate to a single, or small number of, parish/town area(s)
    - Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation)

8. The infrequency of Liaison Meetings means that it is not a practical forum through which to engage in routine consultation.

Working arrangements

9. There will be three meetings each year.

10. There is an option for one of these to be a 'Conference style' meeting for networking, and to provide training, updates, briefings and presentations on good practice from parish councils. Where appropriate these will also be provided at other meetings in the cycle.

Agenda setting

11. The agendas will be set through consultation between the Council and parish councils allowing for full ALCA input into the process. This will take account of other forums' interests in discussions on topics and will avoid duplication where possible. Further information on protocols are found in the Toolkit of the Parish Charter.

Public Speaking Scheme

13. The Parish Liaison meeting is a partnership meeting which is heard in open session. Membership is open to invitees only i.e. councillors and clerks from the parish and town councils within B&NES. It is not a statutory meeting of the Council and is not a B&NES member-led meeting. Therefore it is not required to conform to the normal rules regarding agenda content and despatch. Agenda items are mutually agreed beforehand by the parishes and B&NES.

14. It has not been felt necessary to have a separate public speaking item on the agenda because this is a partnership body with clearly defined areas for discussion and restricted membership. The general public may only attend as observers – they have no automatic right to speak or make statements.

15. However, as with most public meetings, the Chair may exercise his/her discretion if notified that a member of the public has given notice that they wish to raise an item of general interest and relevance to the membership. Please contact the Democratic Services Officer if you require more information.

Appendix 2

List of Parish Council Functions (Source: NALC)

This is an indicative list of parish powers and functions to illustrate the wide range of activities covered by Acts of Parliament. Not every parish exercises these powers and the list is not completely comprehensive

Function	Powers & Duties	Statutory Provisions
Allotments	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied and if reasonable to do so	Small Holding & Allotments Act 1908, s.23
Borrowing money	Power for councils to borrow money for their statutory functions or for the prudent management of their financial affairs	Local Government Act 2003, Schedule 1, para. 2
Baths (public)	Power to provide public swimming baths	Public Health At 1936, s.221
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s. 214; Local Government Act 1972, s. 214(6)
Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Byelaws	Power to make bye-laws in regard to: Places of public recreation Cycle parks Public swimming baths Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164; Road Traffic Regulation Act 1984, s.57(7); Public Health Act 1936, s.223; Open Spaces Act 1906, s.15; Public Health Act 1936, s.198
Charities	Duties in respect of parochial charities Power to act as charity trustees	Charities Act 2011, ss.298-303; Local Government Act 1972, s.139 (1)
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed Churchyards	Powers to maintain	Local Government Act 1972, s.215
Commons and common pastures	Powers in relation to inclosure, regulation, management and provision of common pasture	Inclosure Act 1845; Small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144

Function	Powers & Duties	Statutory Provisions
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives Power to acquire, provide and furnish community buildings for public meetings and assemblies	Local Government (Miscellaneous Provisions) Act 1976 s.19; Local Government Act 1972, s. 133
Crime prevention	Power to spend money on crime detection and prevention measures	Local Government and Rating Act 1997, s.31
Ditches and ponds	Power to drain and maintain ponds and ditches to prevent harm to public health	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Environment	Power to issue fixed penalty notices for litter, graffiti and offences under dog control orders	Clean Neighbourhoods and Environment Act 2005, s.19, s.30, Part 6
General Power of Competence	Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general Power of competence	Localism Act 2011, ss.1-8
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to repair and maintain public footpaths and bridle-ways Power to light roads and public places Power to provide parking places for vehicles, bicycles and motor-cycles Power to enter into agreement, as to dedication and widening Power to provide roadside seats and shelters. Power to consent to a local highway authority stopping maintenance of a highway or stopping up/diverting a highway Power to complain to district council about the protection of rights of way and roadside waste Power to provide certain traffic signs and other notices Power to plant trees and shrubs and to maintain roadside verges	Highways Act 1980, ss.43, 50; Parish Councils Act 1957, s.3; Highways Act 1980, s.301; Road Traffic Regulation Act 1984, ss.57, 63; Highways Act 1980, ss.30, 72; Parish Councils Act 1957, s.1; Highways Act 1980, ss.47 116; Highways Act 1980, s 130; Road Traffic Regulation Act 1984, s.72; Highways Act 1980, s.96
Honorary titles	Power to admit to be honorary freemen/freewomen of the council's area persons of distinction and persons who have, in the opinion of the authority, rendered eminent services to that place or area	Local Government Act 1972, s.249
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11

Function	Powers & Duties	Statutory Provisions
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127; Local Government Act 1972, s.139
Litter	Provision of bins	Litter Act 1983, ss.5,6
Lotteries	Powers to promote	Gambling Act 2005, s.252, 258
Markets	Power to establish or acquire by agreement markets within the council's area and provide a market place and market buildings	Food Act 1984, s.50
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Neighbourhood planning	Powers to act as lead body for a neighbourhood development plan or a neighbourhood development order	Localism Act 2011, Schedule 9; Town and Country Planning Act 1990, ss.61E-61Q, Schedule 4B; Planning and Compulsory Purchase Act 2004, s.38A
Newsletters	Power to provide information relating to matters affecting local government	Local Government Act 1972, s.142
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s.260
Open spaces	Power to acquire and maintain land for public recreation Power to acquire and maintain land for open spaces	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish Property and documents	Powers to receive and retain Duty to deposit certain published works in specific deposit libraries	Local Government Act 1972, s.226; Legal Deposit Libraries Act 2003, 2. 1
Public buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public Conveniences	Power to provide	Public Health Act 1936, s.87
Recreation	Power to provide a wide range of recreational facilities Provision of boating pools	Local Government (Miscellaneous Provisions) Act 1976, s.19 Public Health Act 1961, s.54

Function	Powers & Duties	Statutory Provisions
Right to challenge services that are provided by a principal authority	The right to submit an interest in running a service provided by a district, county or unitary authority	Localism Act 2011, ss.81-86
Right to nominate and bid for assets of community value	The right to nominate assets to be added to a list of assets of community value and the right to bid to buy a listed asset when it comes up for sale	Localism Act 2011, ss.87-108
Town and Country Planning	Right to be notified of planning applications if right has been requested	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to encourage tourism to the council's area	Local Government Act 1972, s.144
Traffic Calming	Power to contribute financially to traffic calming schemes.	Local Government and Rating Act 1997, s.30
Transport	Powers to spend money on community transport schemes.	Local Government and Rating Act 1997, s.26-29
War memorials	Power to maintain, repair, protect and adapt war memorials.	War Memorials (Local Authorities' Powers) Act 1923, s.1
Water	Power to utilise wells, springs or streams for obtaining water.	Public Health Act 1936, s.125
Websites	Power for councils to have their own websites	Local Government Act 1972, s.142

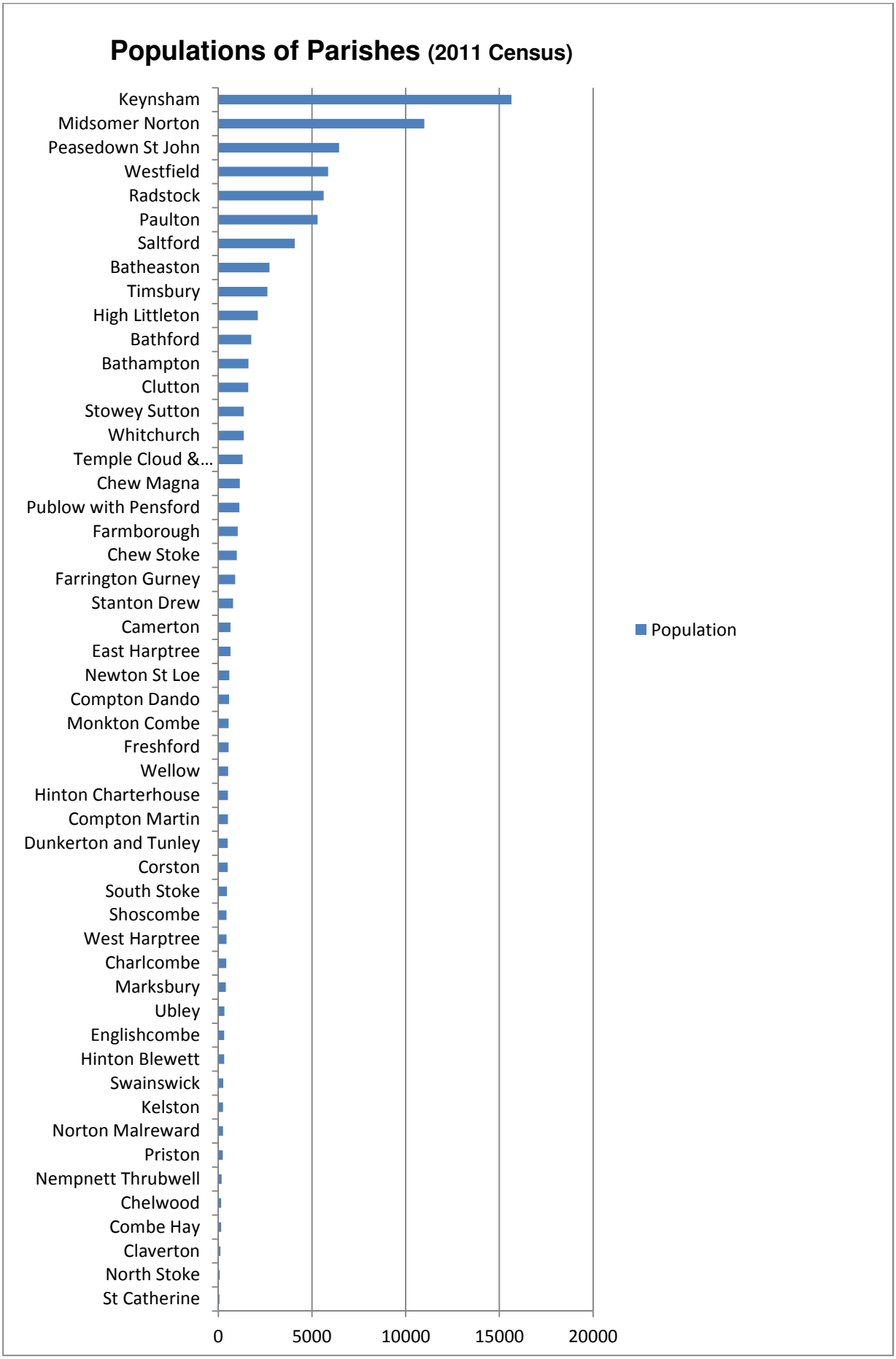
Appendix 3

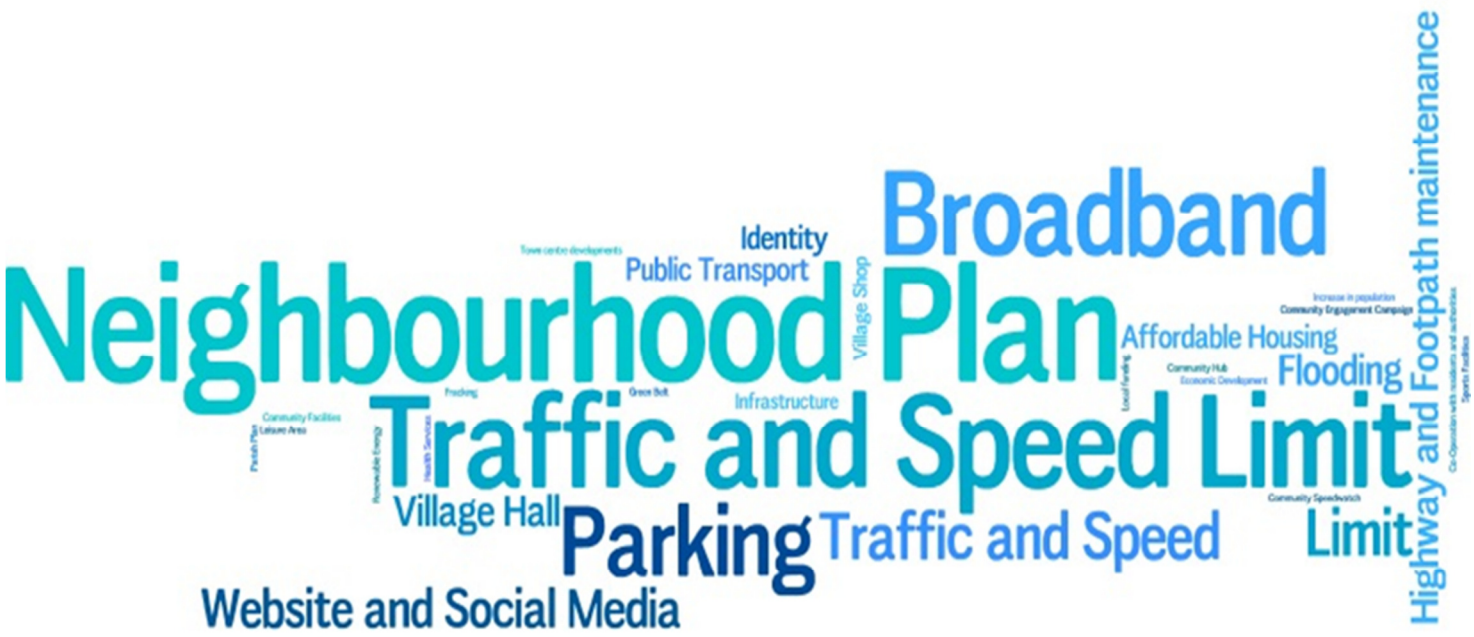
List of parishes (including town and village councils and parish meetings) in Bath and North East Somerset

Parish councils may resolve to call themselves 'town', or 'neighbourhood', 'community', or 'village' councils. The only difference between town, parish and village councils is that a town council has decided that it should be known as a town council and may choose to have a mayor.

Bathampton Parish Council	Midsomer Norton Town Council
Batheaston Parish Council	Monkton Combe Parish Council
Bathford Parish Council	Nempnett Thrubwell Parish Council
Camerton Parish Council	Newton St Loe Parish Council
Charlcombe Parish Council	North Stoke Parish Meeting
Chelwood Parish Council	Norton Malreward Parish Council
Chew Magna Parish Council	Paulton Parish Council
Chew Stoke Parish Council	Peasedown St John Parish Council
Claverton Parish Council	Priston Parish Council
Clutton Parish Council	Publow and Pensford Parish Council
Combe Hay Parish Council	Radstock Town Council
Compton Dando Parish Council	Saltford Parish Council
Compton Martin Parish Council	Shoscombe Parish Council
Corston Parish Council	South Stoke Parish Council
Dunkerton & Tunley Parish Council	St Catherine Parish Meeting
East Harptree Parish Council	Stanton Drew Parish Council
Englishcombe Parish Council	Stowey Sutton Parish Council
Farmborough Parish Council	Swainswick Parish Council
Farrington Gurney Parish Council	Temple Cloud & Cameley Parish Council
Freshford Parish Council	Timsbury Parish Council
High Littleton Parish Council	Ubley Parish Council
Hinton Blewett Parish Council	Wellow Parish Council
Hinton Charterhouse Parish Council	West Harptree Parish Council
Kelston Parish Meeting	Westfield Parish Council
Keynsham Town Council	Whitchurch Village Council
Marksbury Parish Council	

The parish or town clerk's role is to ensure that the council conducts its business properly and to provide independent, objective and professional advice and support.


Populations of Parishes (2011 Census)
Keynsham
Midsomer Norton
Peasedown St John
Westfield
Radstock
Paulton
Saltford
Batheaston
Timsbury
High Littleton
Bathford
Bathampton
Clutton
Stowey Sutton
Whitchurch
Temple Cloud &...
Chew Magna
Publow with Pensford
Farmborough
Chew Stoke
Farrington Gurney
Stanton Drew
Camerton
East Harptree
Newton St Loe
Compton Dando
Monkton Combe
Freshford
Wellow
Hinton Charterhouse
Compton Martin
Dunkerton and Tunley
Corston
South Stoke
Shoscombe
West Harptree
Charlcombe
Marksbury
Ubley
Englishcombe
Hinton Blewett
Swainswick
Kelston
Norton Malreward
Priston
Nempnett Thrubwell
Chelwood
Combe Hay
Claverton
North Stoke
St Catherine
0
5000
10000
15000
20000
Population


Broadband
Identity
Public Transport
Neighbourhood Plan
Village Shop
Affordable Housing
Flooding
Infrastructure
Traffic and Speed Limit
Village Hall
Parking
Traffic and Speed
Limit
Highway and Footpath maintenance
Website and Social Media