

## **FOXTON PARISH COUNCIL**

### **TERMS OF REFERENCE OF STANDING ORDERS OF COMMITTEES AND WORKING PARTIES**

#### **PLANNING COMMITTEE**

The Planning Committee is not the Local Planning authority and as such does not have the power to allow or refuse planning permission. The Planning Committee is a statutory consultee in the planning process on behalf of Foxtton Parish Council

##### **1. Meetings**

All meetings of the Committee will be open to the public. Notification of each meeting will be posted on the Parish Council notice board and website at least 3 full days before the date of the meeting. The Chair of the Planning Committee or the Parish Clerk may call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

##### **2. Public Participation**

The Committee may adjourn to allow comments from attending members of the public for any given application under consideration. The number of representations to receive will be determined at the Chairperson's discretion. Any individual invited to speak will be allowed up to 5 minutes to present a statement of points that they would like the committee to take into consideration. The Chairperson will endeavour to ensure that where members of the public wish to present views for and against aspects of an application that both are given opportunity to be presented to the Committee.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications are considered at the meeting.

In accordance with the Parish Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted. 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.

##### **3. Membership and Chair**

The Planning Committee shall consist of a minimum of 4 members of the Parish Council. The Committee will appoint a Chair at its first meeting of the year. A meeting must have 4 members of the Parish Council present to be quorate. Any Parish Councillor can act as a substitute member of the Planning Committee with 5 days' notice to the Parish

Clerk before the Planning Committee Meeting. All Parish Councillors can attend any Planning Committee Meeting.

#### **4. Planning and Listed Building Applications**

The Planning Committee has delegated authority from Foxton Parish Council to:

- a. Be responsible for considering and commenting on all planning and listed building applications submitted to the Parish Council.
- b. The Committee will be responsible for submitting, via the Clerk, any comments and/or recommendations to South Cambridgeshire District Council (SCDC) within the specified consultation period.

#### **5. Other Planning Issues**

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee or Parish Council to attend the hearing. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

#### **6. Parish Council Meetings**

At each Parish Council meeting the Chairman, or, in his/her absence, a member of the Committee will inform the Parish Council of any comments and/or recommendations on planning issues that have been submitted on behalf of the Parish Council. In addition, the Chairman will present to the Parish Council any planning issues for consideration by the Parish Council.

#### **7. Responsibilities of the Clerk**

Publishing of agendas and minutes of all meetings. In the Clerk's absence (for annual leave etc.) the responsibilities of the Clerk shall pass to the Chair and Vice-Chair of the Committee.

#### **8. These terms of reference are to be reviewed annually**

*Planning Committee terms of reference only updated 3 October 2022*

## RECREATION AND AMENITIES WORKING PARTY

### 1. Purpose of The Recreation and Amenities Working Group (R&A WG)

The R&A WG exists to manage through others the day-to-day care and maintenance of assets owned by, or devolved to, Foxtton Parish Council so that Parish Council can maintain those assets to the agreed quality standard.

### 2. Composition of The Working Group

The Working Group shall comprise a minimum of three members of Foxtton Parish Council. The Working Group may co-opt other members from time-to-time to assist in the discharge of R&A WG activities for which Foxtton Parish Council is accountable.

### 3. Scope

The scope of the R&A WG activities comprises the following elements:

- The recreation ground;
- The Dovecote meadow and the dovecot;
- Being the initial contact point for all issues to do with the village sports clubs;
- Being the initial point of contact for contractors employed by the Parish Council on R&A activities;
- Grass cutting on the recreation ground and the year-round care of the recreation ground grass;
- Grass cutting of the highway verges within the village envelope;
- Trees, hedges, fences, shrubs and wild flower borders which are devolved to the Parish Council;
- The Green and the associated memorial shelter;
- Historic artefacts within the village comprising the red phone box and the water pumps.

### 4. Working Group Meetings

The R&A WG will meet at least six times a year.

### 5. Reporting to the Parish Council

The R&A WG will provide a written summary report to the Parish Council for each monthly Parish Council meeting. This report may occasionally be a "nil return" where no activity has taken place since the last report.

### 6. Finance

The R&A WG has no independent financial authority. The Parish Council administers all spending on R&A activities.

## **FINANCE WORKING PARTY**

### **1. Chairman**

The Responsible Financial Officer (RFO) will be Chairman.

### **2. Annual Precept**

The Working Party will set a budget as follows:

Expenditure:

- i) Expenditure for budget year.
- ii) Contingency items.
- iii) Reserves for future expenditure.
- iv) Reserves for deficits in earlier years not otherwise provided.

Income:

- i) Income other than precept.
- ii) Use of financial reserves.

The difference between expenditure and income is the budget requirement for the year.

The Budget will be presented for approval at a full meeting of the Parish Council prior to the latest submission date set by South Cambridgeshire District Council and by no later than the end of December. The precept request must be approved by a majority of Parish Council Members.

### **3. Expenditure**

The Working Party will:

- i) Review expenditure and other financial commitments during the year, including the Clerk's Salary, Insurances and grants to third parties.
- ii) Seek approval for the payment of any precepted or non-precepted item, provided it falls within the powers and constitution of the Parish Council.
- iii) Seek approval for the use of the financial reserves for any additional extra-statutory expenditure for the benefit of parishioners.

### **4. Paid Employees**

The Working Party will be responsible for advertising, interviewing and recommending candidates for any office receiving remuneration.

## **5. Banking**

The Working Party will monitor the banking and investment arrangements for Parish Council funds.

## **6. Village Hall**

The Working Party will liaise with the officers of the Village Hall Management Committee in respect of financial matters relating to the running of Foxton Village Hall.

## **7. Parish Council Meetings**

At each Parish Council meeting the RFO, or, in his/ her absence, a member of the Working Party will report on the following:

- i) The current balance on all bank and building society accounts held in the name of Foxton Parish Council.
- ii) All due payments giving details of:
  - a) Payee
  - b) Amount payable
  - c) Nature of paymentPayment of cheques and online payments must be approved by a simple majority.
- iii) Income received.

The Parish Council's financial regulations govern the conduct of financial management by the Parish Council and the Finance Working Party.

## SECTION 106 WORKING PARTY

### 1. Purpose

The Foxtton Parish Council Section 106 Working Party ('the Working Party') has been set up to manage the spend of Section 106 funds held by Foxtton Parish Council.

### 2. Remit

The Working Party will:

- assess all ideas and proposals in line with agreed criteria
- take a holistic and strategic view of the needs of the village, including those identified by the Foxtton Neighbourhood Plan;
- ensure all proposals comply with S106 regulations;
- be responsible for preparing fully costed proposals in collaboration with stakeholders;
- ensure funds are spent within the 10 year time limits; and
- report monthly to the Parish Council.

The Working Party may make recommendations or proposals but will not have any decision-making or spending powers.

### 3. Membership

Membership is comprised of Parish Councillors. Attendance by stakeholders and representatives of other organisations will be considered as appropriate to facilitate the function of the Working Party, and will be by invitation only.

### 4. Meetings

The Working Party will set its own timetable for meetings. Meetings will not be held in public. Minutes of all meetings will be kept.

### 5. Conduct

The Working Party will appoint a Chair to preside over meetings.

A Secretary will be appointed to administer and minute proceedings of all meetings.