

EARSWICK PARISH COUNCIL

**The Annual Meeting of the Parish Council is to be held on
Monday 25th May 2015
in Earswick Village Hall at 7.30pm**

Agenda

- 1. Election of Officers: -** Chairman
Vice Chairman;
- 2. Chairman and Vice Chairman to sign declarations of acceptance of office;**
- 3. To receive apologies for absence;**
- 4. Co-option of Parish Councillor;**
- 5. Other Parish Councillors to sign declarations of acceptance of office;**
- 6. Review of delegation arrangements to the Parish Clerk for emergency expenditure and planning applications;**
- 7. Review of the Terms of Reference for committees;**
- 8. Nominations of representatives to existing committees/groups, to include:**
 - Village Hall committee
 - Scented Garden committee
 - Environment Group
- 9. Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them. This includes discussion and agreeing action on the attached motion to set up a Neighbourhood Plan Working Party;**
- 10. Review of standing orders and financial regulations;**
- 11. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**
- 12. Nomination of representatives to other bodies (and review of arrangements for reporting back) to include:-**
 - Burial Authority
 - Foss Internal Drainage Board
 - Ward committee representation
 - Graffiti cleaner
 - City of York Joint Standards Committee
 - YLCA
- 13. Review of the Fixed Asset register;**
- 14. Review and confirmation of arrangements for insurance cover in respect of all insured risks;**
- 15. Review of the Council's and/or employee's membership of other bodies, to include:**
 - SLCC
- 16. Establishing or reviewing the Council's complaints procedure;**

- 17.** Establishing or reviewing the Council's procedures for handling requests made under Freedom of Information Act 2000 and the Data Protection Act 1998;
- 18.** Establishing or reviewing the Council's policy for dealing with the press/media;
- 19.** Reviewing or setting the dates, times and place of ordinary meetings of the Parish Council for the year ahead;
- 20.** Clerk's finance report to include:- authorisation of expenditure, agreeing the end of year accounts to 31st March 2015, discussion and agreeing any action required following the Internal Auditor's examination of the annual accounts.

Joanne Fisher
Parish Clerk

EARSWICK NEIGHBOURHOOD PLAN WORKING PARTY

TERMS OF REFERENCE

1. Introduction

Earswick Parish Council took the decision to produce a Neighbourhood Plan at its meeting on 8th December 2014 as a result of the Government's publication of the Localism Bill 2011.

Following a community introduction workshop, held on 30th March 2015, the Parish Council reiterated its commitment to continue to produce a Neighbourhood Plan for the village.

In order to produce this plan the Parish Council will establish a Working Party to oversee a process that will result in the preparation of a draft plan that will be put to a public referendum. In doing so it is deemed appropriate that the Working Party is provided with and accept the following terms of reference.

Earswick Parish Council is to advise City of York Council of the intent of the residents of Earswick parish, in consultation with other stakeholders, to produce a Neighbourhood Plan and the Parish Council will be the body that formally submits the Neighbourhood Plan to City of York Council.

The plan will seek to:

- a. Identify all the important aspects of life in the parish that are to be considered in planning for the future*
- b. Bring forward proposals that will enhance the quality of life in the Parish in the years to come.*
- c. Provide a framework for future land usage within the parish.*

2. Membership of the Working Party

The Working Party will be formed from the local community and members of Earswick Parish Council.

The Working Party shall continue to exist until the Neighbourhood Plan has been assessed and approved by the independent

examiner. The Working Party shall pass the draft Neighbourhood Plan to Earswick Parish Council for approval prior to independent examination.

The Working Party will consist of a maximum of 9 members. Members will be selected by the Parish Council in such a way as to ensure there is fair representation from all parts of the village.

If a member of the Working Party fails to attend 3 consecutive meetings the member will be deemed to have resigned from the Working Party unless otherwise agreed by the Working Party. This provision does not prevent any member from resigning from the Working Party by providing the Chairman with written notice of their resignation.

The membership of the Working Party shall be regularly reviewed and confirmed by the Parish Council.

In the event of a vacancy on the Working Party any person who wishes to become a member of the Working Party after the commencement of the neighbourhood planning process shall apply to the Parish Council who shall resolve whether they shall be admitted to the Working Party.

The Working Party may form sub-groups (consisting solely of Working Party members) to undertake various aspects of the work involved in producing the Neighbourhood Plan. These sub-groups will be subservient to the Working Party and act under its instructions, adhering to the same terms of reference.

The Local Planning Authority is obliged to provide assistance under the statutory provision of the Localism Act 2011.

If the Working Party is holding any funds at the time of the completion of the Plan or if the Working Party is disbanded prior to the Neighbourhood Plan being approved and is holding funds, such funds shall be paid to the Parish Council unless otherwise directed by an organisation from which the funds were obtained.

3. Roles and Responsibilities of the Working Party

The members of the Working Party will:

- **Promote the process of preparing the Neighbourhood Plan, be encouraged to participate and provide their views and opinions on the specific topics that are covered during the preparation of the Plan.**
- **Arrange meetings and appoint sub groups to gather views and consult on emerging policies that are considered appropriate for incorporation in the draft Plan.**
- **Assess existing evidence about the needs and aspirations of the Parish.**
- **Liaise with relevant organisations and stakeholders to secure their input in the process**
- **Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan**
- **Inform the Parish Council of progress on a regular basis in order that Working Party minutes can be noted.**
- **Support the local planning authority and Earswick Parish Council during the referendum process**

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The Parish Council will:

- **Support the preparation of the Earswick Neighbourhood Plan providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council or such funds as can be secured by the Parish Council from external bodies.**
- **Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process**
- **Carry out all statutory duties associated with the Neighbourhood Plan and engage with City of York Council during the referendum process of the plan for which the principal authority is responsible.**
- **Following the preparation of the draft plan submit the plan to**

the Local Planning Authority for inspection and independent examination.

All Members of the Working Party will:

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, a body or group whose purposes include the influence of public opinion or policy (including any political party, trade union or action group), ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Party. It is important to remember that personal interests become prejudicial interests when they might affect your judgement of the public interest.*
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the parish and to those wishing to undertake development or be involved in the plan making process.*
- Work together for the benefit of the Parish. Treat other members of the Working Party with respect and dignity, allowing members to express their views without prejudice and interruption.*
- Any decisions taken by the Working Party, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.*

4. Working Party Chairman

- The Working Party shall elect a Chairman and Deputy Chairman from their number. Neither are to be members of the Parish Council*
- If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number*

5. Frequency, Timing and procedure of Meetings

The Working Party will usually meet monthly although sub groups may meet more frequently as necessary.

- The Working Party and its sub groups shall keep minutes of meetings that will be open to public scrutiny. These will be publicised, on the Neighbourhood Plan website (note: Until a Neighbourhood Plan website is up and running the minutes will appear on the Parish Council website).***
- Notices, Agendas, Minutes and associated papers will be emailed where possible to all Working Party members who have attended any Working Party meeting.***
- The Working party shall be quorate when 6 members are present***
- The Working Party will regularly update and report its progress to the Clerk of the Parish Council ensuring that she, as the Responsible Financial Officer for the Council, is aware of the on-going budgetary implications associated with the project.***
- These Terms of Reference will be reviewed throughout the project and amended as and when required by the Parish Council.***

6. Application of Terms of Reference

These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Working Party.

7. General

The Working Party is to be regarded purely as an Advisory body to the Parish Council and cannot make decisions or representations on the Neighbourhood Plan on behalf of or without the agreement of the Parish Council.

Earwick Parish Council reserves the right to dissolve the Working Party at any time.

Proposal for Working Party Membership

In order to ensure a fair representation from all parts of the village it is proposed that membership on the Working Party should be decided on the ratio of approximately one member to forty households as indicated below:

<i>Fosslands Estate</i>	<i>3 members</i>
<i>Old Village</i>	<i>3 members</i>
<i>Strensall Road/ Garden Village/Willow Grove area</i>	<i>3 members</i>

In the event that a resident who has previously expressed an interest in joining the Neighbourhood Plan Working Party but subsequently does not wish to take up an invitation to become a member of the Neighbourhood Plan Working Party then the Parish Council will be free to appoint anyone of their choosing.