

**MINUTES OF  
HUNTINGTON PARISH COUNCIL MEETING  
19th January 2015 7.30 p.m. at Huntington Village Hall.**

**PRESENT**

Chairman - Nick Dodd

Cllr Jacky Creswick      Cllr. John Creswick      Cllr. David Ferguson      Cllr. Carolyn Walker

Cllr. Anthony Wilcox

None Councillors

Public – 3

Clerk – Ann Wright

**15/372 RESOLVED** - That Cllr. Nick Dodd chairs the meeting in the absence of the Chairman and Vice Chairman.

**APOLOGIES**

Cllr. Martin Kemp - Work.

Cllr. Roy Shelton - Work.

Cllr. M Williams – Work.

**DECLARATION OF INTERESTS**

Cllr Jacky Creswick declared an outside bodies interest, Item 5 Saughton Camp Development & School Consultation, as a governor at Huntington Primary School.

**MINUTES**

**15/373 RESOLVED** – That the Council agreed the minutes of the meeting held on the 17th November 2014 as a true and proper record.

**PUBLIC PARTICIPATION**

A resident raised concerns regarding the bus stops of Caldly Valley Road noting that the new bus stops are only 125yards apart and only attract 1 or 2 people a day, he confirmed the stops are not in a good place.

A resident raised the approval of the latest Saughton Camp planning application, he expressed his surprise at officers telling councillors what to do. It was noted that the sewers on Chester Lane where the new houses will drain into are only 6 inches wide. Welsh water should have been asked to upgrade the sewer and drains. Residents confirmed they felt let down by CW&C. Concerns were raised about the ability of CW&C to enforce traffic management conditions imposed on the site.

Chester Lane pavement is still overgrown by the verge/hedges which is now significantly reducing the width of the pavement. The verge is also over growing the double yellow lines on the edge of the road. There is also a large amount of litter along the lane which is attracting more litter. Paths around High Bank are also overgrown. The clerk agreed to report this issues.

It was reported that despite seeing litter picking taking place along Caldly Valley Road other areas of Huntington have not been cleared, this has been reported the CW&C who have said they will monitor the area.

It was noted that the grids along Chester Lane are blocked by mud etc, the clerk will report this issue.

Dog fouling has worsened throughout the Parish, Caldly Valley Nature Park is particularly bad at present. The clerk confirmed she has contacted CW&C and asked for details of the Borough wide campaign to tackle dog fouling. It was agreed the clerk should purchase another 3 cans of pink spray and ask if there is a volunteer willing to spray dog fouling on Butterbache Road near the school.

It was agreed that Cllr. Ferguson would raise the issue of dogs being kept on leads on the Nature Park with the friends group to see if this would help tackle the problem in the Park.

The Clerk read the police report which stated there had been 15 occurrences between 22nd December and 14th January, 5 of which were crimes. Two mobile phones had been taken from an unlocked vehicle which had been left overnight. A intruder had broken into a house while the residents were at home and taken car

keys however they were disturbed by the resident and did not take the vehicle in question. Residents were reminded to keep doors locked even when at home and not to leave valuables in vehicles over night or in sight. Empty properties on the Crown Fields site had had lead flashing stolen over the Christmas period, also a Ford Mondeo had been stolen and was still outstanding. A local male had been arrested for possession of a small amount of cannabis. A Chester male had been arrested for drink driving on New Year's Eve. Residents who would like the police to attend their street to carry out bike security chipping and offer crime prevention advice should contact PC Malone on 101 or e-mail [sally.malone@cheshire.pnn.police.uk](mailto:sally.malone@cheshire.pnn.police.uk).

### **SAIGHTON CAMP DEVELOPMENT & SCHOOL**

The Clerk had circulated the letter from Welsh Water, pages 357 and 358 of the minutes book to councillors before Christmas. The Councillors expressed deep concern at the fact Welsh Water had not objected to the latest Saughton Camp planning application. It was agreed that Welsh Water should be asked to attend the next meeting of the Council to explain how they will make sure that the drainage conditions are met by the developers and how the system will cope with the increased flows.

The clerk reported that she was still awaiting a date from Bovis to meet to discuss landscaping issues on the former Saughton Camp. It was noted that this matter has been ongoing for almost 4 months.

It was noted that application 14/02991/OUT, 120 dwellings on the former Saughton Camp had been approved by the CW&C planning committee. Concerns were raised that the approval of the application had undermined the sustainability of the site by removing the industrial/business element. It was felt no proper investigation had taken place of evidence that the site had not been marketed properly by the developer.

**15/374 RESOLVED** - that the Council write to the Chief Executive of CW&C to complain about officers failure to attach the letter from the developer as stated in the agenda to the agenda and that the letter was not published until the evening before the meeting and that no explanation or apology had been offered for this omission.

**15/375 RESOLVED** - that the Council write to the Chief Executive of CW&C to complain about the behaviour of planning officer Fiona Hore who was offensive and rude to the committee at the December Planning meeting and who described evidence offered by Roy Shelton who spoke at the meeting as anecdotal. Officers were also not prepared for the meeting and should have been able to refuse the application as requested by committee members and had failed to adequately investigate evidence that the site had not been marketed.

The clerk reported that the school public consultation had begun that day and would last until Sunday 8th February, the results of the consultation would then be reviewed and decision made. This decision would then be published for a further 4 weeks consultation known as the publication of notice, the results of that consultation will then be considered with a final decision being made in April 2015.

The clerk will post the details of the consultation on the Council's Facebook page on the 20th January. It was agreed the Councillors would study the consultation document and forward their comments to the Clerk by Monday 26th January to be compiled into a response on behalf of the Council which will then be approved by e-mail.

The clerk will contact CW&C and request an update regarding the feasibility study which will be circulated to councillors once received.

It was agreed the clerk should circulate an update on the introduction of a crossing on Caldly Valley Road.

**15/376 RESOLVED** - that the Council support the provision of a pedestrian crossing on Caldly Valley Road.

### **WELSH WATER**

Item discussed under previous agenda item.

### **CHESTER LANE**

The Clerk reported she had contacted Aldford, Saughton and District Parish Council (ASDPC) and had spoken to the chairman who asked if the council was looking for a financial contribution, it was agreed the clerk should ask what contribution ASDPC would be willing to make.

It was agreed if ASDPC was in agreement that Huntington Parish Council should contact residents whose houses are within the proposed speed limit to ask if they would support its introduction.

It was noted Cllr Williams had contacted CW&C and requested Chester Lane is included in the gritting route as it is a key route to Saughton Primary School.

### **STREET SCENE**

Notes from the previous meeting with CW&C street scene had been circulated to members, page 359 of the minutes book, the next meeting is scheduled for 30th January. It was agreed that Great Boughton Parish Council should be invited to be involved in this process as there was a possibility of joint working on this project although this would be subject to future agreement.

### **HOMEWATCH**

The Council considered the purchase of smart water kits for residents who sign up to the Homewatch scheme. It was agreed the Clerk should ascertain if kits can still be purchased for the special price of £10, if there is a minimum order and whether this offer is time limited.

### **CHRISTMAS LIGHTS**

The Council agreed to ask CW&C highways department to test the street lights along Chester Road for the possible fixing of Christmas lights, if approved the Council will consider lighting options. It was agreed the Clerk should contact Frodsham and Helsby town councils for their advice on Christmas lights.

### **COMMUNITY RIGHT TO BID**

It was agreed the clerk would circulate the application form to submit a 'Community Right to Bid' for consideration at the next meeting and identification of which assets the Council would like to place a bid against.

### **COUNCIL REGULATIONS**

**15/377 RESOLVED** - that the Council adopts the updated Community Engagement Strategy, Complaints Procedure, Grants and Donation Procedure and application form, Publication Scheme, Risk Assessment and the new Equality and Diversity Policy Statement which is based on the CW&C policy pages 360 to 378 of the minutes book.

### **PLANNING**

The planning register, page 84, was noted as circulated.

### **BUS STOPS**

It was agreed a site meeting would be arranged with the relevant CW&C officer to discuss the location of bus stops on Caldley Valley Road.

### **ACCOUNTS & PAYMENTS**

The accounts were approved as circulated page 84 of the Cash Book.

**15/378 RESOLVED** - That the council reimburse Cllr. Ferguson £28.60 for travel expenses for attending a training session on digital mapping.

**15/379 RESOLVED** - That the council reimburse the Clerk for various expenses relating to Christmas lights switch on.

### **DISPENSATION**

**15/266 RESOLVED** – That council agree a dispensation for all councillors to participate in the setting of the precept, this dispensation will come into effect immediately and be renewed before the setting of the precept each year.

### **EARMARKING & PRECEPT**

**15/380 RESOLVED** - That the council earmark the following funds for the financial year 2015-2016

Administration & Printing £13625	Maintenance £1500
Election £1650	Summer Fete £2500
Subscriptions £20	Remembrance Service/Parade £500
Insurance £800	Christmas Lights Event £1000
Audit £280	The Green Renovations £4000 (NHB)

Grass Cutting £2800

Jubilee Field Maintenance £4626 (S106 ring fenced funds)

Jubilee Field £1500

New Homes Bonus - £53,848 to be earmarked

**15/381 RESOLVED** - That the council set the precept at £18,215 including the £607 CW&C Council Tax Reduction Scheme Grant.

**COUNCIL ARRANGEMENTS**

It was noted that due to the election on 7th May this year there will be no Parish Council meeting due to purdah in April, as such the council's last meeting will be in March, the date of the Annual Parish Assembly will be set at the Annual or First meeting on the Council in May.

**WORK PROGRAMME**

It was noted that CW&C street scene had not confirmed when the former post office path will be cleared, the Clerk will continue to pursue this matter.

It was agreed an Alder should be used to replace the dead tree on the Jubilee Field as it is better suited to the wet ground.

**15/382 RESOLVED** – that the Council move into Part 2 and exclude all public and press.

**THE GREEN**

**15/383 RESOLVED** – that the Council appoint Dee Fencing to construct the fence around The Green based on the quote including clearing and making good of the area once work is completed and the necessary insurance documents and risk assessments being provided.

The meeting closed at 9.25pm.

**The NEXT meeting of the Parish Council is on Monday 16<sup>th</sup> February 2015.**

Signed .....

Dated .....

Ann Wright  
21st January 2015



Dŵr Cymru  
Welsh Water

Developer Services  
PO Box 3146  
Cardiff  
CF30 0EH

Tel: +44 (0)800 917 2652  
Fax: +44 (0)2920 740472  
E.mail: developer.services@dwrcymru.com

Gwasanaethau Datblygu  
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CF30 0EH

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Ffacs: +44 (0)2920 740472  
E.bost: developer.services@dwrcymru.com

Huntingdon Parish Council  
62 Well Street  
Malpas  
Cheshire  
SY14 8QH

10 December 2014  
Your letter of: 5 December 2014  
Received on: 8 December 2014  
**Our ref: 8000067327**  
Your ref:

Dear Ms Wright

**Re: Sewerage & Drainage Issue Huntington, Chester**

Thank you for your letter dated the 5<sup>th</sup> December regarding planning application 14/02991/OUT (Welsh Water ref: PLA0006233).

The Former Saighton Camp has an extensive planning history which dates back to 2008. It is apparent that the original site has been sub-divided and sold off to different developers. This has led to the submission of a number of planning applications which have, in part, superseded the original permission for the whole site.

Pre-commencement conditions attached to the original permission appear to have been discharged and development in relation to the original permission has, to a degree, commenced on site. This has meant that certain planning permissions have become extant and matters such as drainage, which have been agreed, are secured and can be implemented. Foul and surface water flow rates from the site have been agreed as part of the original consent and these flow rates cannot now be reviewed.

When we assess the suitability of development against the performance of our public sewerage system we are reliant, in part, on our knowledge of the local sewerage system and recorded incidents. At the time of our original evaluation, there were minimal incidents recorded within the sewerage system which would suggest that the sewers near to the proposed development were not under pressure. Nevertheless, as part of the original application and subsequent application for Area B we have negotiated with the developer to limit the flow rate from the foul element of the development and have secured the removal of surface water from a large area of impermeable area currently draining into the combined sewer. As a result this should ensure that the service levels provided by Dwr Cymru/Welsh Water (DCWW) in Huntington should not be impacted by the new development.

Given the nature of the permissions on this site, DCWW are not able to resist the latest planning application because of the historic agreements.

As my colleague Mr Farrugia has stated in previous correspondence to you, it is important that you and your fellow parishioners contact us to report any incident on the public sewerage system in order to determine the cause of these events. This can be done by contacting our Operational Call Centre on 0800 085 3968 every time an incident occurs.

In the meantime should you need any further information please do not hesitate to contact my colleague Henry Jones-Hughes on 0800 9172652.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Rhidian Clement', written in a cursive style.

**Rhidian Clement**  
**Principal Planner**

# HUNTINGTON PARISH COUNCIL

Notes from Meeting with CW&C regarding Delegation of Street-scene Services  
5th December 2015

Present: Huntington Parish Council – Jacky Creswick, Nick Dodd.  
Cheshire West & Chester Environmental Services Manager - Sue Fernandes  
Clerk – Mrs. A. Wright

The following issues were discussed during the meeting:-

Sue Fernandes is the Environmental Services Manager, Environmental Services covers street scene and green space issues, some verge maintenance (grass cutting) is still split with Highways, all the verges under consideration in Huntington fall under environmental services as they are on roads with a 30mph speed limit.

It was noted CW&C welcome the opportunity to discuss the devolution of services.

The Parish Council does not have take on all the services provided by CW&C or cover all the areas, this open to negotiation.

The Parish Council requested information clearly showing the different services provided by CW&C, the frequency or standard of that service and its cost. Information was requested regarding the number of grass cuts which have taken place over the last few year, although it was not clear if these figures are available particularly as grass is cut according to length rather than frequency.

One area of concern highlighted was the number of paths, footways and cycleways which are overgrown with shrubs from private gardens, this has been an on-going problem for a number of years.

It was agreed that clarification would be obtained regarding whether this issue can be addressed through highways.

Cyclepaths through Caldy Valley Nature Park also need clearing of leaves as they are a hazard.

Areas for consideration include:-

- Verges & Grassed Areas (inc Gorse Way open space & High Bank).
- Pathways between roads and closes.
- Weed killing & Gully clearing
- Litter picking & Leaf clearance

There would be an agreement as to how long the Parish Council would take over these services possibly a 12month contract initially.

There would be a review mechanism in place to review the grant provided and services delivered, with CW&C and the Parish Council working in partnership.

The Parish Council will need to balance the grant (based on the service CW&C deliver) plus the cost of enhancing the service.

Clarification was requested regarding the future of maintenance for the Saighton Camp development.

It was agreed Great Boughton should be made aware of these discussions and the possibility of working together and invited to attend the next meeting.

**Next Meeting Friday 16th January 2015 at HQ Chester (Room to be confirmed).**

Ann Wright  
5th December 2014

# HUNTINGTON PARISH COUNCIL

## Community Engagement Strategy

Huntington Parish Council has developed this document as a means of exploring how it can improve its engagement with residents and the community. It is intended to provide a framework of best practice; to draw together activities and practices which have been developed over the years to produce a closer working relationship with the community it represents.

This is the first revision of this document undertaken by the Parish Council.

Huntington Parish Council has an electorate of just over 1860 a figure which is expected to increase to 2544 over the next five years as a result of on-going development the majority of which is take place on the former Saughton army camp.

Although the Parish is classed as rural it is within walking distance of, and has a frequent bus service to Chester. The Parish benefits from a number of shops, a public house, dentist, village hall, playing field and primary school. Other facilities within walking distance including a large supermarket and High Schools. The majority of the Parish has access to good broadband services.

However Huntington, like many communities is ever changing, this will be further influenced by the development of the former Saughton Camp.

As a result this document is not intended to become a static document but one which will evolve over time reflecting the changes in the community of the Huntington Parish.

It is therefore essential that this strategy is subject to regular review and change at regular intervals.

### Aims – Inform, Consult & involve

The aim of Huntington Parish Council's Engagement Strategy is to continuously improve the way in which the Parish Council engages and consults with the community and key partners.

To this end all residents should be:-

- Informed of the council's activities and projects
- Consulted on council's activities and projects
- Have the opportunity to be involved in the council's activities and projects

Resulting in the views/opinions of the community becoming an integral part of Huntington Parish Council's decision making process, improving the services provided by the council and ensuring the council better reflects the community it represents.

### Objective

- Use consultation to improve the services the council delivers, to ensure these services reflect the community's needs and aspirations.

### Strategy – Communication & Consultation

Huntington Parish Council will achieve its objectives through the following ways:-

#### 1) Communication

The Parish Council recognises the need to use different methods of communication to reach all sections of the community.

Newsletter - The Parish Council is committed to producing a regular newsletter (which will be distributed to every house in the Parish. The newsletter includes information about the activities of the Parish Council as well as contact details. The Parish Council also produces an Annual Report.

Website – [www.huntington-chester.co.uk](http://www.huntington-chester.co.uk) – The role of the council website has changed with the creation of the Council's Face Book Page. The Website will be used to provide information about the Council's activities including meeting agendas and minutes as well as information about other organisations in the area. The website will provide more detailed information than the Faced Book pages.

Face Book – The Council has establish a Face Book page to provide the Parish Council a forum to disseminate information as quickly as possible and provide a forum for public comment and debate. Face Book will provide a more informal avenue for the Parish Council to communicate with residents.

Meetings – The council's meetings are advertised on the council's notice board and also in other places in the parish including in the local public house. Meetings are open to the public and include an opportunity for the public to speak at part of the meeting. The Parish Council has established a distribution list for distribution of Council agendas (December 2014 includes 73 email addresses)

Councillors – The councillors are well known members of the community and are easily accessible for those residents who wish to contact them. Many are also members of other organisations within the community including the Village Hall Committee. This provides a valuable opportunity for councillors to learn about the needs and aspirations of the area as well as to tell residents what the council is doing.

## 2) Consultation

Huntington Parish Council will consult residents, both formally and informally, at every opportunity when making important decisions.

The Parish Council will also seek to consult with all sections of the community including the traditionally hard to reach sections of the community.

## Partnership Working

To achieve the council's objectives it is essential for the parish council/councillors to support other groups, organisations and individuals within the community to achieve their aspirations.

It is also important that the council works with other authorities providing services within the area including the principle authority, Cheshire West and Chester Council and the Police.

## Managing Expectation

The Parish Council is aware that increased communications with residents has resulted in an increased workload and it is therefore important to manage both the increased workload and residents expectations.

## Council Response Times

The Parish Council will respond to all communications whether by telephone, email or postal letter within 10 working days of receipt of the communication with the requested information or with information regarding actions being taken where appropriate.

## Measuring Success of the Strategy

For the strategy to be effective it must be reviewed in terms of its appropriateness and relevance to the changing community in Huntington but also in terms of how effective it has been.

This can be achieved through monitoring a number of different aspects of the councils activities:-

- Responses to council consultations
- Residents contact with clerk and councillors
- Residents attendance to council meetings

### Review of Strategy

The success of the strategy will be reviewed annually.

**Ann Wright**  
**Clerk to Huntington Parish Council**  
**January 2015**

## Complaints Procedure - Huntington Parish Council

Huntington Parish Council strives to provide the best public service for its electors and the community as is possible.

However if you feel that the council has not fulfilled this promise in anyway including:-

- **A failure to fulfil a duty**
- **A failure to carry out an action in an appropriate way**
- **Acted in an unfair or unreasonable manner**
- **Discriminated against a section of the community**
- **Breached the code of conduct**

The council will take any complaint seriously and work hard to resolve the problem.

The following is simple set of guide lines to help you make sure your complaint is handled both fairly and effectively.

Below is a list of contact details for your information.

For more information please contact the clerk.

Ann Wright

Clerk to Huntington Parish Council

01948 861 035

[theclerk@huntington-chester.co.uk](mailto:theclerk@huntington-chester.co.uk)

### CONTACT DETAILS

Clerk – Ann Wright	62 Well Street, Malpas, SY14 8QH Tel : 01948 861 035 Email: <a href="mailto:theclerk@huntington-chester.gov.uk">theclerk@huntington-chester.gov.uk</a>
Chairman – Roy Shelton	3 Cheshires Way, Huntington, CH3 6BB Email: <a href="mailto:royshelton@btinternet.com">royshelton@btinternet.com</a>
Monitoring Officer – Mark Reaney	Monitoring Officer, Cheshire West and Chester Borough Council, HQ, 58 Nicholas Street, Chester, CH1 2NP Email: <a href="mailto:cwacmonitoringofficer@cheshirewestandchester.gov.uk">cwacmonitoringofficer@cheshirewestandchester.gov.uk</a>
Ombudsman (Local Government)	Tel: 0300 061 0614 or 0845 602 1983  Website: <a href="http://www.lgo.org.uk">www.lgo.org.uk</a>

## Procedures

### 1. Tell us about your concern

**Write, phone, or email, The Clerk, Ann Wright. Full contact details can be found on the previous page.**

Please be as precise as possible about your concern and we shall try to deal with it straight away.

The Clerk may need to look into the matter further before giving you a response and in the majority of cases we shall be able to resolve your concern within 10 working days. If for any reason we are unable to give you an explanation in that time, we shall contact you to let you know the reason why and when you can expect to hear from us.

### 2. Still not satisfied?

**If you are not happy about how the Clerk has dealt with your concern, please contact the Chairman of the Council. Full contact details can be found on the previous page.**

Wherever possible you should receive a written response to your complaint within 15 working days.

A complaint is taken very seriously. Every effort will be made to ensure that you are satisfied with the result you achieve through this process.

### 3. Full Council

**If the Chairman has been involved but has not been able to provide a satisfactory solution, the full Council can be asked to look at your concern.**

A letter to the Chairman requesting this matter is considered by the full council. You then have an opportunity to voice your concern to the full council during public participation, the full will then review all the steps taken to date and recommend any further action thought to be necessary.

### 4. Local Government Ombudsman & Monitoring Officer

**You are entitled to contact the Local Government Ombudsman at any stage.** However, the Ombudsman will expect you first to have given the Council a chance to deal with your complaint.

The Ombudsman will ask the Council what has been done so far. He/she may feel that every reasonable action has been taken, or may decide to look into the matter further.

**You are entitled to contact the monitoring officer at any stage.** The monitoring officer will investigate any matter where a parish councillor is believed to have breached the Code Of Conduct.

**Full contact details can be found on the previous page**

Reviewed January 2015

## **Grants & Donations Procedure - Huntington Parish Council**

Huntington Parish Council strives to allocate grants and donations in a fair and open manner judging each application on its own merits.

When allocating grants and donations the Parish Council must show regard to the statutory powers granted to the council through various local government acts and Audit regulations. A copy of this can be found in the back of The Good Councillors Guide or from the clerk.

The Parish Council does not have the power to provide grants or donations to individuals or national charities.

Grants and donations will be decided by Huntington Parish Council as agenda items at Parish Council meetings.

All grants and donations are made on a strictly one off basis – receiving funding in one financial year does not mean funding will be automatically provided in future years.

All grants and donations given must be for the benefit of some or all of the parishioners of Huntington.

**When seeking funding from Huntington Parish Council you and your organisation should take into account the following criteria which are intended as guidelines rather than prescriptive rules:-**

- Be able to provide a clear explanation of what the funding is for, including time scales.
- Be able to provide examples of other funding sources including fund raising events.
- Be able to show who will benefit from this funding.
- Be able to explain what impact not receiving this funding will have on your organisation.

**However groups must meet the following criteria:-**

- Have an organisation bank account (not personal).
- Be able to provide copies of the organisations accounts if requested.

**Huntington Parish Council will not generally fund:-**

- Political organisations.
- National Bodies or Charities.

**When deciding allocation of grants and donations Huntington Parish Council will consider the following criteria:-**

- The benefit to the parishioners of Huntington in providing this funding.
- The financial circumstances of the organisation.
- How previous funding has been spent by that organisation.
- The financial position of the parish council itself.

***It should be noted that all parish councillors are governed by the Code of Conduct and have an obligation to declare personal and/or prejudicial interest where relevant when considering the allocation of all grants or donations.***

To be considered for funding by Huntington Parish Council you can apply in writing or request an application form from the clerk.

For more information please contact the clerk.

Ann Wright

Clerk to Huntington Parish Council

01948 861 035

[theclerk@huntington-chester.co.uk](mailto:theclerk@huntington-chester.co.uk)

**CONTACT DETAILS**

Clerk – Ann Wright	62 Well Street, Malpas, SY14 8QH Tel : 01948 861 035 Email: <a href="mailto:theclerk@huntington-chester.gov.uk">theclerk@huntington-chester.gov.uk</a>
Chairman – Roy Shelton	3 Cheshires Way Huntington, Chester, CH3 6BB Email: <a href="mailto:royshelton@btinternet.com">royshelton@btinternet.com</a>

Reviewed January 2015

# Information available from Huntington Parish Council

## under the model publication scheme

Huntington Parish Council as well as responding to requests for information, must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme must set out your commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

The following publication scheme is based on the ICO model publication scheme.

<p><b>Class1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p> <p style="text-align: center;">&amp;</p> <p>Council Notice Boards</p>
<p>Who's who on the Council and its Committees</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>
<p>Staffing structure</p>	<p>N/A</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
<p>Annual return form and report by auditor</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p>

	<a href="http://chester.co.uk">chester.co.uk</a> Hard copy from the Clerk
Finalised budget	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Precept	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Grants given and received	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
List of current contracts awarded and value of contract	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Members' allowances and expenses	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk

Quality status	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Agendas of meetings (as above)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Responses to consultation papers	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Responses to planning applications	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Bye-laws	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a>

	Hard copy from the Clerk
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p><a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a></p> <p>Hard copy from the Clerk</p>
Information security policy	N/A
Records management policies (records retention, destruction and archive)	Hard copy from the Clerk

Data protection policies	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Schedule of charges (for the publication of information)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Assets Register	N/A
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	Hard copy from the Clerk
Register of gifts and hospitality	Hard copy from the Clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	N/A
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A

Parks, playing fields and recreational facilities	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Seating, litter bins, clocks, memorials and lighting	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Bus shelters	<a href="http://www.huntington-chester.co.uk">www.huntington-chester.co.uk</a> Hard copy from the Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	<a href="http://www.nomansheathparish.co.uk">www.nomansheathparish.co.uk</a> Hard copy from the Clerk
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
<b>Additional Information</b>	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**contact details:**

**Clerk to Huntington Parish Council, Mrs Ann Wright, 62 Well Street, Malpas, Cheshire, SY14 8QH, 01948 861 035      clerk@nomansheathparish.co.uk**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Administration Cost</b>		
Up to 30 mins of Clerks time	Time used by Clerk to compile, print information	Free
30 mins to Hour		£10
Per Hour afterwards		£10
<b>Printing Cost</b>		
<i>10 single sided sheets or less free</i>	Photocopying/Printing @ 15p per single sided sheet (black & white)	Actual cost * 15p per single sided sheet
<i>10 single sided sheets or less free</i>	Photocopying/Printing @ 15p per single sided sheet (colour)	Actual cost 15p per single sided sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

# HUNTINGTON PARISH COUNCIL

## Equality & Diversity Policy

Huntington Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.

The purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of gender, marital status, race, ethnic origin, nationality, national origin, disability, sexual orientation, religion or age.

All forms of unlawful and unfair discrimination are opposed.

### **1. Commitments as an employer**

All employees and councillors will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and councillors will be helped and encouraged to develop their full potential to maximise the efficiency of the council.

The Parish Council's commitments are:

- to create an environment in which individual differences and the contributions of all staff and councillors are recognised and valued.
- to provide a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- to make training, development and progression opportunities available to all staff and councillors.
- to view breaches of this equality policy by staff or councillors as misconduct that could lead to disciplinary proceedings.
- to monitor and review this policy at least every four years.

### **2. Commitments as community leader and advocate**

The Parish Council is committed to creating a socially inclusive and cohesive community by:

- promoting equal opportunity and equal access to services and information.
- identifying and addressing the barriers that different groups face to participation in community life.
- respecting the diversity of our community.
- working with others to ensure that Huntington is a safe place in which to live, work or visit.
- listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all as part of our Community Engagement Strategy.
- ensuring the communications produced and events held are made fully accessible to all members of the community.

### **3. Commitments as a service provider**

The Parish Council is committed to ensuring that our services are accessible to all and responsive by:

- ensuring that council facilities (Jubilee Field) and meetings are accessible to all members of the community
- ensuring that the information about the council is accessible to our community.
- consulting and involving all sections of the community in the development and monitoring of our policies and services in ways which enable people to participate.

### **4. Commitments as a procurer of goods and services**

The Parish Council is committed to ensuring that those contractors and others who provide goods and services to the Council operate an equality and diversity policy.

Clerk to Huntington Parish Council  
January 2015