



East Tisted Parish Council

Minutes of the Parish Council Meeting held on Thursday, 6 September 2012 at 7.30pm in the Village Hall

Attending: Mary Jane Carter (Councillor)
Ronnie Crumplin (Councillor)
Emma Dillnutt (Clerk)
Larry Johnson (Neighbourhood Watch Co-Ordinator)
Kevin MacEntaggart (Councillor)

Apologies: David Bowtell (Chairman)
Chris Graham (District Councillor)
Basil Lansdale (Web Master)
Sir James Scott (Councillor)
Mark Kemp Gee (County Councillor)
Louisa Whatmore (Hampshire Constabulary)

1. Apologies and welcome.

Apologies had previously been received from Basil, Sir James and Mark and unfortunately due to work commitments David and Louisa were subsequently unable to attend. Kevin kindly agreed to chair the meeting in David's absence.

2. Minutes of the previous (May 2012) annual general and open meetings and matters arising.

The minutes of the Parish Council annual general and open meetings held on 24 May 2012, having been previously circulated, were signed as a correct record by the acting Chairman with the following matters arising:-

2.b) It was agreed to top-up the Chairman's allowance by £62.46 to a total of £100.

3.b) Due to bad weather at the start of the summer the cricket club have so far been unable to complete the remedial works to the playground. Emma has asked to be kept informed and that the works be completed as soon as possible.

6.c) A meeting with the Highways Agency has been arranged on 11 September by Mark Kemp-Gee to discuss the 30mph speed limit enforcement on Station Road and the Post Office car parking situation.

Due to the recent bad weather and the pond being full of water no work has yet been undertaken to drill drainage holes in the island.

Emma contacted BT regarding the poor state of the telephone box. BT have subsequently repaired the telephone and repainted the box itself.

3. Adoption of new Code of Conduct (attached) and Declaration of Interests.

The Council formally adopted the new Code of Conduct.

Councillors were reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation had been granted, Councillors may not participate in any discussion of, or vote on, or discharge any



East Tisted Parish Council

function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. Chairman's business.

None.

5. Sub-committee's update

- a. Planning – no applications received.
- b. Pond – no action taken.
- c. Traffic and highways – no action taken.
- d. East Tisted Village Website – no material changes.

6. Parish clerk

- a. The Quarterly Financial Statement (attached) was formally approved.
 - i) Subscription/affiliation renewal requests – none received.
 - ii) Requests for financial contributions – none received.

7. Next Meeting

Thursday, 6 December 2012 at 7.30pm in the Village Hall.

There being no other business, the meeting closed at 8pm.

Agreed as a correct record of events

David Bowtell – Chairman

Date



East Tisted Parish Council

3. Code of Members' Conduct

1. This Code of Conduct is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Councillors and co-opted members¹ of the council.
2. This code applies to you as a member or co-opted member of this Council when you act in that role and it is your responsibility to comply with the provisions of this code.

SELFLESSNESS

3. You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

OBJECTIVITY

4. In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

ACCOUNTABILITY

5. You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

OPENNESS

6. You must be as open as possible about your actions and those of your Council, and must be prepared to give reasons for those actions.

HONESTY AND INTEGRITY

7. You must not place yourself in situations where your honesty and integrity may reasonably be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

LEADERSHIP

8. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

GENERAL OBLIGATIONS

9. You must ensure that you are aware of and comply with all legal obligations that apply to you as a member or co-opted member of the Council and act within the law.
10. You must treat others with respect
11. You must not bully² any person.

¹ A "co-opted member" for the purposes of this code is, as defined in the Localism Act 2011 Section 27 (4) "a person who is not a member of the council but who

a) is a member of any committee or sub-committee of the council; or

b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

² Bullying is defined as offensive, intimidating, malicious, insulting or humiliating behaviour which attempts to undermine, hurt or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability and health. Bullying conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of their colleagues, through the press or in blogs. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying.



East Tisted Parish Council

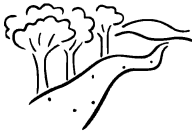
12. You must not do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Council.
13. You must not disclose information given to you in confidence by anyone, or information acquired by you which you are aware, or ought reasonably to be aware, is of a confidential nature except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - a) reasonable and in the public interest; and/or
 - b) made in good faith and in compliance with the reasonable requirements of the Council and in accordance with current legislation.
14. You must not improperly use knowledge gained solely as a result of your role as a member for your own personal advantage.
15. When making decisions on behalf of or as part of the Council you must have regard to any professional advice provided to you by the Council's officers.
16. When using or authorising the use by others of the resources of the Council:
 - (i) you must act in accordance with the Council's reasonable requirements; and
 - (ii) you must make sure that you do not use resources improperly for political purposes and do not use them at all for party political purposes.

REGISTERING AND DECLARING INTERESTS

17. You must within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of someone with whom you are living with as a husband or wife, or as if you were civil partners.
18. You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'³.
19. Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.
20. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

To be adopted by East Tisted Parish Council at their meeting in September 2012.

³ A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.



East Tisted Parish Council

6.a) Quarterly Financial Statement.

24 May 2012	Bank Balance		<u>£4,505.32</u>
Payments Out	Rotherfield Park CC	£ 550.00	
	Rotherfield Park CC	£ 350.00	
	CPRE (2012-13 Subs)	£ 29.00	
	Hampshire ALC	£ 118.00	
	Zurich Municipal	£ 387.22	
	Emma Dillnutt (Apr-May)	£ 149.54	
	Emma Dillnutt (Jun-Jul)	£ 46.25	
	Audit Commission	<u>£ 60.00</u>	
	Total	<u>£1,690.01</u>	
Payments In	None		
6 Sept 2012	Bank Balance		<u>£2,815.31</u>
Amounts Allocated	Community Projects	£ 600.00	
Funds Available			<u>£2,215.31</u>
Six month contingency calculated to £2,200. 2012/13 Precept £3.5K - £2K in April and £1.5K in October.			