

## Roles of Councillors for the Municipal Year 2020/21

South Heighton Parish Council is a cooperative team that serves the local community and, because of the small scale of the Parish Council, all Members are expected to help contribute to the effective application and implementation of its responsibilities as set out in the companion document 'Roles and Responsibilities Protocol for Councillors and Officers' which is available to view on the Parish Council website.

This document confirms the roles and responsibilities for Councillors for the 2020-2021 municipal year and was agreed at a meeting of the Council on 16<sup>th</sup> June 2020 (minute ref SHPC20-044/8.1).

Role/Responsibility	Lead Member	Substitute/Deputy
1. COMMUNICATIONS & COMMUNITY ENGAGEMENT	Cllr Gravenor	Cllr Hitchcock
2. WEBSITE CONTENT & MANAGEMENT	Cllr Gravenor	Cllr Hitchcock
3. NEWSLETTER & FLIERS PREPARATION	Cllr Lo Fan Hin	Cllr Hitchcock
4. NOTICEBOARD POSTINGS & MAINTENANCE	Cllr Julian	Cllr Turner
5. DOG BAG DISPENSER	Cllr Turner	Cllr Hitchcock
6. DOG BIN REPORTING	Cllr Turner	Cllr Hitchcock
7. GRIT BIN REPORTING	Cllr Julian	Cllr Hazell
8. FLY TIPPING REPORTING	Cllr Julian	Cllr Hazell
9. LITTER CLEARANCE	Cllr Julian	Cllr Turner
10. PLANNING APPLICATIONS	Cllr Lo Fan Hin	Cllr Gravenor
11. PLAY AREA & RECREATION GROUND	Cllr Julian	Cllr Hazell
12. RIGHTS OF WAY & TWITTENS	Cllr Gravenor	Cllr Hazell
13. ROAD CLEANSING REPORTING	Cllr Julian	Cllr Gravenor
14. ROADS & HIGHWAYS MAINTENANCE REPORTING	Cllr Julian	Cllr Gravenor
15. STREET LIGHTING MAINTENANCE REPORTING	Cllr Julian	Cllr Hitchcock
16. TREE OFFICER	Cllr Hitchcock	Cllr Turner
17. CHRISTMAS TREE & LIGHTS	Cllr Hazell	Cllr Julian
18. VILLAGE MAINTENANCE	Cllr Hitchcock	Cllr Turner
19. WATER DRINKING FOUNTAIN MAINTENANCE	Cllr Hazell	Cllr Julian

## Roles of Councillors on South Highton Parish Council

### 1. Communications & Community Engagement

To consider ways of improving and updating methods and opportunities for improving communication and engagement with the community of the parish and reporting these to the appropriate meeting of the Council.

### 2. Website Content & Management

To consider ways of improving and updating the Parish Council's website and reporting these to the appropriate meeting of the Council. To pursue and undertake the updating of the website as agreed by the Parish Council, in liaison with the Parish Clerk who is responsible for the updating of the agenda, reports, minutes and other general administrative information on the website.

### 3. Newsletter & Fliers Preparation

To prepare the Parish Council's twice-yearly newsletter and occasional fliers, as directed by the Parish Council. Circulating a request for articles and issues for inclusion in the newsletter, reporting these to the Council and then preparing an initial draft and presenting this to the appropriate meeting of the Council. Preparing a final master, incorporating any changes agreed by the Parish Council; sending this to the Clerk for placement on the Parish Council's website and in liaison with the Clerk making arrangements for its printing, collection and delivery to Councillors for distribution to residents. Circulation to all households in the parish is undertaken by all Councillors.

### 4. Notice Board Postings and Maintenance

To post all Council (i.e. Agendas and Minutes of Council meetings) and statutory notices (i.e. election notices) on the Council's noticeboards in compliance with the adopted procedure of the Council's Transparency Code, or as directed by the Council or Clerk in their role of Proper Officer/RFO.  
To act as lead contact, in addition to the Clerk, for those wishing to display notices within the Council's noticeboard and bring these before the Council for consideration and approval.  
To act as lead contact for those reporting problems or issues relating to the Parish Council's notice boards and periodically inspect them to ensure they are in good condition and working order.  
To, if appropriate, undertake any necessary action and inform the Clerk if materials are needed and make arrangements for their collection/delivery with the Clerk.  
To update the Council on any issues relating to the Parish Council's notice boards at the next Council meeting as part of the Members Update Item.

### 5. Dog Bag Dispenser

To inspect the Dog Bin Dispenser on the Village Green on a regular basis (no less than once a week) to ensure it is in good working order and refill if necessary.  
To inform the Clerk if a supply of new bags is needed and make arrangements for their collection/delivery with the Clerk.

### 6. Dog Bin reporting

To act as lead contact for those reporting problems or issues relating to dog bins within the parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at Lewes District Council (LDC). Subsequently, if possible, report the actions undertaken, or to be undertaken i.e. by LDC, back to the person raising the issue.  
To update the Council on all such reports at the next Council meeting as part of the Members Update Item.

### 7. Grit Bin Reporting

To act as lead contact for those reporting problems or issues relating to grit bins within the parish and inspect them before the winter to ensure they are in good condition and full.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at Lewes District Council (LDC). Subsequently, if possible, report the actions undertaken, or to be undertaken i.e. by LDC, back to the person raising the issue.  
To update the Council on any issues relating to grit bins at the next Council meeting as part of the Members Update Item.

## **8. Fly Tipping Reporting**

To act as lead contact for those reporting problems or issues relating to fly tipping within the parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at Lewes District Council (LDC). Subsequently, if possible, report the actions undertaken, or to be undertaken i.e. by LDC, back to the person raising the issue.  
To update the Council on any fly tipping issues at the next Council meeting as part of the Members Update Item.

## **9. Litter Clearance**

To undertake periodic litter inspections of the key parts of the village including The Hollow Play Area and the Village Green and arrange for appropriate clearance of litter if necessary.  
To act as lead contact for those reporting problems or issues relating to litter within the parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at Lewes District Council (LDC). Subsequently, if possible, report the actions undertaken, or to be undertaken ie by LDC, back to the person raising the issue.  
To update the Council on any litter issues at the next Council meeting as part of the Members Update Item.

## **10. Planning Applications**

To act as lead contact for those reporting problems or issues relating to planning within the Parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any planning issues at the next Council meeting as part of the Members Update Item.

## **11. Play Area and Recreation Ground**

To act as lead contact for those reporting problems or issues relating to the play area and recreation ground.  
To, if appropriate, investigate and undertake any necessary action and report any urgent issues to the Clerk to initiate action and report the actions undertaken, or to be undertaken, back to the person raising the issue.  
To update the Council on any play area issues at the next Council meeting as part of the Members Update Item.

## **12. Rights of Way and Twittens**

To act as lead contact for those reporting problems or issues relating to rights of way and twittens within the parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any issues relating to rights of way and twittens at the next Council meeting as part of the Members Update Item.

## **13. Road Cleansing Reporting**

To act as lead contact for those reporting problems or issues relating to road cleansing within the parish.  
To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at Lewes District Council (LDC). Subsequently, if possible, report the actions undertaken, or to be undertaken ie by LDC, back to the person raising the issue.  
To update the Council on any road cleansing issues at the next Council meeting as part of the Members Update Item.

## **14. Roads & Highways Maintenance Reporting**

To act as lead contact for those reporting problems or issues relating to roads and highways within the Parish. To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any roads and highway issues at the next Council meeting as part of the Members Update Item.

**15. Street Lighting & Maintenance Reporting**

To act as lead contact for those reporting problems or issues relating to street lighting within the Parish. To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any street lighting issues at the next Council meeting as part of the Members Update Item.

**16. Tree Officer**

To act as lead contact for those reporting problems or issues relating to trees within the parish. To, if appropriate, investigate and undertake any necessary action, or report the issue to the relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any issues relating to trees at the next Council meeting as part of the Members Update Item.

**17. Christmas Tree and Lights**

To consider ways of providing the Parish Council's Christmas Tree and associated lights and reporting these to the appropriate meeting of the Council. To arrange, in liaison with the Clerk, the purchase erecting and removal of the Christmas Tree and lights as agreed by the Parish Council.

**18. Village Maintenance**

To act as lead contact for those reporting problems or issues relating to the maintenance of Parish Council assets or responsibilities within the parish and to undertake minor maintenance if required. To, if appropriate, investigate and undertake any necessary action, or report the issue to the Parish Clerk or relevant officer(s) at the responsible local authority or agency. Subsequently, if possible, report the actions undertaken, or to be undertaken by them, back to the person raising the issue.  
To update the Council on any issues relating to maintenance at the next Council meeting as part of the Members Update Item.

**19. Water Drinking Fountain Maintenance**

To attend the water drinking fountain and filling station on a weekly basis to conduct basic cleaning and basic maintenance as directed by the fountain manufacturer and to ensure that the 6 monthly full maintenance checks are carried out by the supplier.

**Note:**

All significant actions undertaken by Members should be reported to the Clerk and all relevant communications copied in to them, to ensure that they are aware of any issues and problems and actions that are being undertaken to address them.

Members are reminded that they can only act within the remit of their roles and responsibilities as identified above and cannot take decisions on behalf of the Council without appropriate authorisation of a resolution of the Council or by the Clerk as Proper Officer/RFO. If in doubt consult the Clerk before initiating any action, particularly if this involves a cost to the Council. The Clerk is able and authorised to facilitate some actions and expenditure under their legal obligations as Proper Officer/RFO and the Council's Standing Orders and Financial Regulations.