

Cotesbach Parish Council

Councillor responsibilities December 2019

Cotesbach Parish Council has 5 Councillor positions in total¹ and we need 3 active Councillors to be quorate. We are currently looking to up our number of Councillors to ensure we remain quorate.

Cotesbach decided in 2019 to pay for a Clerk who provides advice and administrative support and helps take action on council decisions. The Clerk is not a Councillor.

Being a Councillor is pretty straightforward. All that really matters is that you are someone who cares about the community you live in, and are motivated to make it a good place for you and everyone in it.

It does need a little bit of your time, perhaps a couple hours per week on average. Main time commitments include:

- About 5 Council meetings a year - each lasting about 2 hours and needing an hour or 2 of prep before
- Carrying out actions from meetings - occasional phone calls or short meetings usually not far from the village
- Responding to resident queries - mainly quick responses to residents (facebook / emails), sometimes bigger investigations (planning applications / getting through local authority bureaucracy)

A Councillor is a voluntary role, but any reasonable expenses (e.g. fuel) can be claimed for.

Here are some official Councillor responsibilities²:

- Effectively represents the interests of their parish.
- Is a constructive and positive member of the Parish Council.
- Actively and constructively contributes to good governance.
- Actively encourages community participation and resident involvement in the work of the council.
- Builds and maintains good working relationships with local stakeholders (residents, Local Council Officers, regulatory bodies, suppliers, local businesses etc)
- Represents the Council to the community, and the community to the council, using all appropriate means.
- Deals with residents' enquiries and representations fairly and without prejudice.
- Contributes to the formation of the Council's policies and plans by active involvement in Council meetings, committees and working parties.
- Undertakes appropriate training and development to help fulfil the requirements of the Councillor role if needed and the council can support or enable it.
- Acts as the Council's representative on outside bodies, and reports back on their activities.

In 2019 the Parish Council agreed some important areas to focus on and assigned some roles and responsibilities for these areas across the Councillors. Ideally, each Councillor takes one of these roles.

The Parish Council encourages volunteers to take part in Council activities, so the Lead Councillor is designed to be the main point of contact for queries, supports the volunteers in getting what they need and writes any reports back to the Council if required.

See next page for these outline roles and if you are interested in becoming a Councillor contact our Clerk, Pat Nunn at cotesbachpc@gmail.com letting us know who you are and your contact details. We'll get back to you before the Council needs to "approve" your application and co-opts you.

¹ As determined by the Local Government Boundary Commission for England

² Outlined by The National Association for Local Councils

Outline roles and responsibilities:

Chairman

- Running Parish Council meetings in a timely, respectful and ordered manner
- Accountable for Parish Council governance and compliance
- Act as a lead representative of the Council where necessary
- Works with the Vice Chairman and other councillors to define the focus and direction of the council
- Provides support, according to any Councillor general responsibilities, for any matter if requested by another Councillor
- Develops responses to major local planning activities (e.g. warehousing / major housing developments / Lutterworth amenities / local infrastructure)
- Is the appointed trustee for the Eight Parishes Wind Farm Community Interest Company, attending meetings and publicising available funds

Vice Chairman

- Act as the delegated Chairman when needed
- Supports the Chairman if necessary to manage Parish Council meetings effectively
- Takes an active role in supporting other Councillors in achieving their responsibilities or helping them overcome Council challenges
- Responsible for significant District or County council initiatives that affect Cotesbach (safety, protection of the vulnerable, health, neighbourhood watch etc)
- Leads on the evaluation of and response to local planning submissions

Industrial Neighbours Lead

- Is the interface between the Council and any Liaison Officers for major industrial neighbours specifically Tarmac Quarry and Landfill, and Magna Park
- Feeds in relevant information and feedback from residents about the industrial neighbour operations into industrial neighbour liaison meetings, occasionally attending them if necessary
- Takes action to resolve resident feedback or issues where possible, and ensure updates from liaison meetings are shared at Parish Council meetings

Highways and Crime Lead

- Actions any appropriate feedback from residents relating to highways issues (local parking, poor road condition, speeding etc)
- Responsible for speed monitoring through the village
- Works with Highways Authorities to achieved desired outcomes
- Ensures Highways are kept informed of any road condition status
- Monitors road gully and verge clearing
- Leads initiatives to make A426 as safe as possible (speed restrictions / pedestrian warning etc)
- Acts as the Liaison for any police and crime status or issues
- Ensures crime statuses are communicated
- Collates information from residents regarding crime to ensure local police are well informed about crime status in Cotesbach

Parish Amenity Lead

- Monitors any necessary maintenance, replacements or upgrades of local amenities
- Organises maintenance days (e.g. pond clearing / litter pick) or suppliers to do the work on our behalf (e.g. phone box or noticeboard maintenance)
- Keeps the amenity list updated
- Responds and liaises with residents regarding amenities or maintenance days
- Ensures any materials are purchased / ready for necessary maintenance
- Liaises with any suppliers and the district / county councils as part of getting the job done