

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarcypc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: clerk@tolleshuntdarcypc.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Tuesday 25th October 2022**, in the **Village Hall, Tollesbury Road**, commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

18th October 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, I Ewing,
M Henderson, G Munson, R Scott

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THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

AGENDA

1. **Chairman's welcome**
2. **Apologies for Absence**
To receive apologies for absence.
3. **Declaration of Interest**
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.
4. **County and District Councillors**
To receive information from County and District Councillors.
5. **Public Forum**
The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.

6. Parish Working Group

To receive a verbal update from the Parish Working Group.

7. Minutes

To receive and approve the Minutes of the Meeting held on 27th September 2022.

8. Finance

8.1 To receive and approve Monthly Financial Report as at 30th September 2022

8.3 To receive and approve Payments

9. Planning Applications and Decisions

9.1 Planning Applications

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on the Maldon District Council website (www.maldon.gov.uk).

To consider Planning Applications received from Maldon District Council including the following:

Application No: FUL/MAL/22/01002 PP-11552511

Proposal: Detached three bedroom house with adjoining car parking in garden of adjacent residence

Location: Land Adjacent To 13 Church Street Tolleshunt D'arcy

Application No: 22/01008/TELPN PP-11561178

Proposal: The removal and replacement of 1 no 12.8m lattice tower for proposed 1 no 20m lattice tower, relocation of 6 no antennas, installation of 3 no antennas, installation of 2 no 0.3m antennas, relocation of 1 no 0.6m dish, installation of 2 no equipment cabinets with ancillary development thereto.

Location: Mobile Broadband Network Limited Communication Station TMobile (68101) Greenfield At Limesbrook Farm Kelvedon Road Tolleshunt D'arcy

9.2 Planning Decisions: To note decisions made by Maldon District Council

HOUSE/MAL/22/00567 - Oxley House Oxley Hill – Approved

PDE/MAL/22/00286 - 16 D'arcy Way – Prior Approval Not Required

9.3 Appeals

To receive notification of Planning Appeals from Maldon District Council

9.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate

9.5 Tree Preservation Orders (TPO)

To note TPO's made by Maldon District Council

10. Training

To consider any training requests from the Clerk or Councillors

11. Civility and Respect Project

To consider signing up to the pledge for the Civility and Respect Project

- 12. Reverse Decision – Grant Application**
In accordance with Standing Order 7a, three request have been received to review the decision resolved on 27th September 2022 – agenda item 12 – Grant Application Village Larder.
- 13. Dog Fouling Complaint**
To receive an update from the Clerk regarding complaint regarding dog fouling on the footpath at Festival Gardens
- 14. Police/Community Protection Officers (CPO)**
- 14.1 Police Reports**
To receive Police Reports (confidential)
 - 14.2 Community Protection Officers (CPOs)**
To receive the CPO report for September 2022
- 15. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 16. Representative Reports**
- 16.1 Burial Ground**
 - 16.1.1** To receive a verbal update from Cllr Henderson
 - 16.2 Recreation Ground/Pavilion**
 - 16.2.1** To receive a verbal update from Cllr Brown
 - 16.3 Public Rights of Way**
 - 16.3.1** To receive a verbal update from Cllr Henderson
 - 16.4 Road Safety/Highway**
 - 16.4.1** To receive a verbal update from Cllr Munson
- 17. Community Concerns**
To receive information only or note future agenda items
- 18. Date of the Next Meeting**
Next meeting to be held on:
Tuesday 29th November 2022 – Full Council Meeting – 7.30 pm- Village Hall

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	30/09/2022		42,720.53
			<u>42,720.53</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
10/09/2022 DC	B's Blooms	100.00	
27/09/2022 ONLINE	Wickham Engineering Ltd	3,240.00	
29/09/2022 DC	Adobe Systems software	15.17	
29/09/2022 DC	Amazon	19.08	
30/09/2022 DC	Dropbox	95.88	
			<u>3,470.13</u>
			39,250.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,250.40
		Balance per Cash Book is :-	39,250.40
		Difference is :-	0.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00		100.00
321 EMR Parish Improvements	825.78	180.00	1,005.78
322 EMR Recreation Ground	11.25	5,000.00	5,011.25
323 Unallocated	296.57		296.57
324 EMR Burial Ground	1,103.83		1,103.83
325 EMR Maypole	15.00		15.00
	<u>2,352.43</u>	<u>5,180.00</u>	<u>7,532.43</u>

Detailed Receipts & Payments by Budget Heading 30/09/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	21,514	21,514	0			100.0%	
1990 Other Income	3,350	6,000	2,650			55.8%	
Income :- Receipts	<u>24,864</u>	<u>27,514</u>	<u>2,650</u>			90.4%	0
Net Receipts	<u>24,864</u>	<u>27,514</u>	<u>2,650</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
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4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	0	300	300		300	0.0%	
4090 Bank Charges	54	72	18		18	75.0%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	885	770	(115)		(115)	115.0%	
4130 Insurance	1,607	1,500	(107)		(107)	107.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	163	360	197		197	45.2%	
4170 Website	20	200	180		180	10.2%	
4180 Office Equipment	622	0	(622)		(622)	0.0%	
4190 Office Allowance	156	312	156		156	50.0%	
4200 Grants & Donations Paid	0	2,500	2,500		2,500	0.0%	
4210 Section 137 Expenditure	100	0	(100)		(100)	0.0%	
4230 CPOs	216	880	664		664	24.5%	
4500 Hall Hire	250	700	450		450	35.7%	
4990 Sundries	198	100	(98)		(98)	198.2%	
Administration :- Indirect Payments	<u>8,334</u>	<u>15,409</u>	<u>7,075</u>	0	7,075	54.1%	0
Net Payments	<u>(8,334)</u>	<u>(15,409)</u>	<u>(7,075)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	214	400	186		186	53.5%	
4310 Grass/Hedge/Tree cutting	715	3,000	2,285		2,285	23.8%	
Amenities :- Indirect Payments	<u>929</u>	<u>3,400</u>	<u>2,471</u>	0	2,471	27.3%	0
Net Payments	<u>(929)</u>	<u>(3,400)</u>	<u>(2,471)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	2,140	2,000	(140)			107.0%	
Burial Ground :- Receipts	<u>2,140</u>	<u>2,000</u>	<u>(140)</u>			107.0%	0

Detailed Receipts & Payments by Budget Heading 30/09/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	28	70	42		42	40.2%	
4370 Maintenance	2,391	100	(2,291)		(2,291)	2390.9%	
Burial Ground :- Indirect Payments	2,419	170	(2,249)	0	(2,249)	1423.0%	0
Net Receipts over Payments	(279)	1,830	2,109				
<u>140 Pavilion</u>							
4360 Water	270	400	130		130	67.6%	
4370 Maintenance	0	1,000	1,000		1,000	0.0%	
4400 Electricity	1,173	600	(573)		(573)	195.5%	
Pavilion :- Indirect Payments	1,444	2,000	556	0	556	72.2%	0
Net Payments	(1,444)	(2,000)	(556)				
<u>145 Rec Ground</u>							
1450 Pitch Fees	0	250	250			0.0%	
Rec Ground :- Receipts	0	250	250			0.0%	0
4370 Maintenance	420	500	80		80	84.0%	
4550 Play Equipment	2,700	3,000	300		300	90.0%	
Rec Ground :- Indirect Payments	3,120	3,500	380	0	380	89.1%	0
Net Receipts over Payments	(3,120)	(3,250)	(130)				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Projects</u>							
4610 Parish Improvements	320	500	180		180	64.0%	320
4620 Rec Ground	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Payments	320	5,500	5,180	0	5,180	5.8%	320
Net Payments	(320)	(5,500)	(5,180)				
6000 plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	0						

Detailed Receipts & Payments by Budget Heading 30/09/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	27,004	29,764	2,760			90.7%	
Payments	16,566	30,079	13,513	0	13,513	55.1%	
Net Receipts over Payments	<u>10,438</u>	<u>(315)</u>	<u>(10,753)</u>				
plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	<u>10,758</u>						



Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 14 October 2022

HOUSE/MAL/22/00567 Tolleshunt D'Arcy
Proposed Garage and Workshop
Oxley House Oxley Hill Tolleshunt D'arcy Maldon
(UPRN - 100091258972)
Mr & Mrs P Carlier

APPROVE subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 22/2005/01C; 22/2005/02B; 22/2005/03B; 22/2005/04; Heritage Statement; Ecology and Arboriculture Statement.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

No development works above ground level shall take place until samples of the external materials to be used have been submitted to and approved in writing by the local planning authority. The works must then be carried out in accordance with the approved details.

REASON

In the interests of the character and appearance of the area and listed building in accordance with policies D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 **CONDITION**

The outbuilding hereby permitted shall only be used for those purposes incidental to the use of the dwelling house to which it relates.

REASON

To satisfactorily protect the residential amenities of nearby occupiers and the visual amenity of the surrounding countryside to comply with Policies S8 and D1 of the Approved Local Development Plan.

5 CONDITION

All external joinery used in the development hereby approved, including windows, doors and weatherboarding, shall be of painted timber only.

REASON

To protect the established character of the site and to comply with the policies set out in Chapter 16 of the National Planning Policy Framework and D3 (Conservation and Heritage Assets) of the Local Development Plan.

6 CONDITION

Prior to occupation of the development the vehicular access shall be constructed at right angles to the highway boundary and to the existing carriageway as shown in principle in the Block Plan Layout Drawing No. 22/2005/03B. The existing dropped kerb vehicle crossing shall be reinstated with an appropriate vehicular crossing of the highway verge.

REASON

To ensure that vehicles can enter and leave the highway in a controlled manner in the interest of highway safety in accordance with Policy T1 of the approved Maldon District Local Development Plan.

7 CONDITION

No unbound material shall be used in the surface treatment of the vehicular access within 6 metres of the highway boundary.

REASON

To avoid displacement of loose material onto the highway in the interests of highway safety in accordance with Policy T1 of the approved Maldon District Local Development Plan.

8 CONDITION

Prior to the commencement of the development details of the surface water drainage scheme to serve the development shall be submitted to and agreed in writing by the local planning authority. The agreed scheme

shall be implemented prior to the first occupation of the development.
The scheme shall ensure that for a minimum:

- 1) The development should be able to manage water on site for 1 in 100 year events plus 40% climate change allowance.
- 2) Run-off from a greenfield site for all storm events that have a 100% chance of occurring each year (1 in 1 year event) inclusive of climate change should be no higher than 10/l/s and no lower than 1/l/s. The rate should be restricted to the 1 in 1 greenfield rate or equivalent greenfield rates with long term storage (minimum rate 1l/s) or 50% betterment of existing run off rates on brownfield sites (provided this does not result in a runoff rate less than greenfield)

For proposed soakaways, the following details will be required: - details of the area to be drained, infiltration rate (as determined by BRE Digest 365), proposed length, width and depth of soakaway, groundwater level and whether it will be rubble filled.

Where discharge is to be to an adopted sewer network, written confirmation from the statutory undertaker that the discharge will be accepted will be required.

REASON

To avoid the risk of water flooding and pollution in accordance with Policies D2 and D5 of the Maldon District Local Development Plan (2017).

9 CONDITION

The following Biodiversity Enhancements shall be carried out prior to the first use of the development hereby approved and retained thereafter:

- at least one bat box and one bird box to be installed on the garage/workshop hereby approved
- two invertebrate 'bricks' to be incorporated into the proposed facing brickwork plinth
- one solitary bee hive to be installed within the surrounding garden.

REASON

To enhance Protected and Priority Species/habitats in accordance with Policy N2 of the approved Maldon District Local Development Plan and Section 40 of the NERC Act 2006 (Priority habitats & species).

INFORMATIVES

- 1 All highway related details shall be agreed with the Highway Authority. All works affecting the highway to be carried out by prior arrangement with, and to the requirements and satisfaction of, the Highway Authority and application for the necessary works should be addressed for the attention

of the Development Management Team at SMO2 - Essex Highways, Springfield Highways Depot, Colchester Road, Chelmsford. CM2 5PU or emailed to development.management@essexhighways.org.

- 2 Should any land or groundwater contamination be found that was not previously identified or not considered in a scheme agreed in writing with the Local Planning Authority, the site or part thereof should be re-assessed by a competent person in accordance with the Essex Contamination Land Consortium's Land Contamination Technical Guidance for Applicants and Developers and UK best-practice guidance.
- 3 The applicant should ensure the control of nuisances during construction works to preserve the amenity of the area and avoid nuisances to neighbours and to this effect:
 - a) no waste materials should be burnt on the site, instead being removed by licensed waste contractors;
 - b) no dust emissions should leave the boundary of the site;
 - c) consideration should be taken to restricting the duration of noisy activities and in locating them away from the periphery of the site;
 - d) hours of works: works should only be undertaken between 0730 hours and 1800 hours on weekdays; between 0800 hours and 1300 hours on Saturdays and not at any time on Sundays and Public Holidays.

If it is known or there is the likelihood that there will be the requirement to work outside of these hours or there will be periods where there will be excessive noise that will significantly impact on sensitive receptors Environmental Health at Maldon District Council must be notified prior to the works as soon as is reasonably practicable. The developer is advised to consult nearby sensitive noise premises and may be advised to apply for a Prior Consent under Section 61 of the Control of Pollution Act 1974.

Care must be taken to prevent the pollution of ground and surface waters. This will include during works and the location of any hazardous materials including fuel from vehicles and equipment.

Where any soils that are known to be contaminated are being excavated or exposed a site waste plan must be prepared in order to store treat and dispose of the materials in accordance with the waste duty of care. It is recommended that advice is sought from the Environment Agency on this matter.

Where there is requirement for dewatering the site the relevant consent must be sought from the Environment Agency Where there is a requirement to obstruct or alter watercourses a consent under section 23 of the Land Drainage Act must be obtained from Essex County Council.

- 4 Where the applicant suggests that a soakaway or soakaways will be used to collect the surface water from this development. Essentially this will satisfy building control measures however, we have seen more of these systems fail due to capacity during periods of heavy rainfall. In a development of this size and type it would be favourable to include a

more sustainable surface water option than a soakaway which might include water harvesting systems or similar.

Where a soakaway is intended soil percolation tests should be undertaken in or calculated for winter months to mimic saturates soils.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Hannah Dungate

Dated : 07/10/2022

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 07 October 2022



PDE/MAL/22/00286 Tolleshunt D'Arcy

Single storey rear extension which would extend beyond the rear wall of the original house by 5m, maximum height of 2.99m and the maximum height to the eaves of 2.47m.

16 D'arcy Way Tolleshunt D'arcy Essex CM9 8UD
(UPRN - 100090558227)

Mr Steve Miller

PRIOR APPROVAL NOT REQUIRED for the following reason:-

The proposed rear extension would fall within the tolerance of Class A of Part 1, of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

INFORMATIVE

The applicant is advised that development is permitted by Class A subject to the following condition -

- a. The materials used in any exterior work (other than materials used in the construction of a conservatory) must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse.

As such, the works would need to comply with this requirement in order to be permitted development.

Officer: Jade Elles

Dated : 04/10/2022

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 4 | AUGUST 2022



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).

CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



****Civility and respect — Uncovering the issues for the public sector****

Delegate fee £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**

****What makes people become challenging?***

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session – 22 September 2022 – 11am (60 minutes) **SLCC | What makes people become challenging?**

****Personal resilience and self-protection***

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 6 October 2022 – 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

****Understanding psychopathic and narcissistic behaviour***

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

****The (New) Code of Conduct***

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

Councillors only session - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 28 September 2022 – 10am (120 minutes) **SLCC | The New Code of Conduct.**

For more information about the training available, please contact michelle.moss@nalc.gov.uk.

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

****Managing conflict and difficult conversations****

Delegate fee - £90

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from www.noblelearning.co.uk, a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

For clerks only - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC | Managing Conflict and Difficult Conversations](#).

DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

Dignity at Work Policy



Please visit our dedicated civility and respect pages for lots more information and support

[SLCC | Civility and Respect Project](#) and
[NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	September	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	10

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
DR/AR	Tolleshunt D'Arcy	05/09/2022	10:45	11:15	00:30	M018	0	
AR/BC	Tolleshunt D'Arcy	06/09/2022	11:40	12:25	00:45	T496	2	
AR/DR	Tolleshunt D'Arcy	13/09/2022	15:30	16:00	00:30	M018	3	
BC/SC	Tolleshunt D'Arcy	20/09/2022	11:30	12:00	00:30	M018	5	
					2:15:00		10	