

Fontmell Magna Parish Council

Councillor Roles



1. Introduction

In November 2018 the Parish Council reviewed the roles and responsibilities of councillors in respect of issues and activities affecting parish residents. These arrangements were approved and came into force at the January 2019 Parish Council meeting. This update is triggered by the co-option of Laura Kurton and Andrew Davis as new councillors in September 2021.

2. Area of Responsibility

Areas of responsibility are defined as follows:

1. Planning – planning applications, neighbourhood plan updates, Neighbourhood Plan Monitoring Group, planning regulations.
2. Highways – road maintenance, signage and potholes, traffic management, speed watch, strategic planning, A350CG.
3. Environmental Protection – flood protection, snow clearance, verges, litter and fly tipping, grass cutting, grounds and hedgerow maintenance, dog fouling, applications for tree work and encouraging tree planting, Best Kept Village.
4. District liaison - police, health & medical services (e.g. Patient Partnership Group, Dorset Clinical Commissioning Group, Shaftesbury Hospital), DAPTC and NALC, Dorset Unitary Council, neighbouring parish councils, Compton Abbas airfield.
5. Parish Communications – parish website (including posting of The Gossip Tree), email group, social media, village shop liaison, parish notice boards, Annual Parish Report.
6. Social Infrastructure – maintenance of parish council assets, Home Watch, defibrillators, village shop, broadband and mobile coverage, recreation, allotments, Village Hall.
7. Footpaths and Rights of Way.
8. Governance – procedures, new councillor recruitment and induction, councillor training, committees, risk management, contingency planning.

These broadly matched the division of responsibilities operating in adjacent parish councils.

3. Councillor Roles

Each parish councillor would elect to take a specific area of responsibility to cover. The councillor would be expected to be the lead on any issue arising within their remit, and would involve other councillors or the Clerk or third parties as needed to take action to resolve an issue.

The PC meeting agenda has been restructured to provide for reporting on these responsibilities. The appropriate councillor is expected to give a short report on matters arising in their respective areas at each Parish Council meeting, even if it is “nothing to report”.

4. Current Allocations

At present the Parish Council is operating with a full complement of seven councillors. The allocation of responsibilities is as follows:

	Area	Responsibilities	Who
1.	Planning	Planning applications, neighbourhood plan, NP Monitoring Group, planning regulations.	Andrew/Mike
2.	Highways	Road maintenance, signage and potholes, traffic management, speed watch, strategic planning, A350CG.	Jeremy
3.	Environmental Protection	Flood protection, snow clearance, verges, litter and fly tipping, grass cutting, grounds and hedgerow maintenance, dog fouling, applications for tree work and encouraging tree planting, Best Kept Village.	Annie/Andy
4.	District Liaison	Ward Councillor, police, health & medical services (e.g. Patient Partnership Group, Dorset Clinical Commissioning Group, Shaftesbury Hospital), DAPTC, Dorset Unitary Council, neighbouring parish councils, Compton Abbas airfield.	Mike
5.	Parish Communications	Parish website (including posting of The Gossip Tree), email group, social media, village shop liaison, parish notice boards, Annual Parish Report.	Laura
6.	Social Infrastructure	Maintenance of parish council assets, Home Watch, defibrillators, village shop, broadband and mobile coverage, recreation, allotments, Village Hall.	Christine
7.	Footpaths	Footpaths, rights of way, signposts.	Andy
8.	Governance	Procedures, standing orders, regulations, new councillor recruitment and induction, councillor training, committees, risk management, contingency planning.	Mike

The allocation of responsibilities will be reviewed from time to time and adjusted as new councillors are recruited.

Mike Humphreys
Chair
September 2021