

# Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF / tel: 0121 447 9893

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## Notice of Meeting

Members of the Council are hereby summoned to attend the meeting of Barnt Green Parish Council to be held on **Wednesday 6<sup>th</sup> January at 7.00pm**  
**80 Hewell Road, Barnt Green, B45 8NF**

Members of the public are welcome to attend and invited to participate during the adjournment of the meeting (agenda item 122 below) should they have any questions or comments to raise regarding matters on the agenda.

## Agenda

The running order of the Agenda may be subject to change on direction of the Chairman and with the agreement of the parish councillors in attendance.

### 119 Apologies

To receive apologies and to approve the reason for absence.

### 120 Declarations of Interest

Council members are reminded of the requirement to:

- a) update their register of interests where necessary;
- b) declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature;
- c) declare any Other Disclosable Interests (ODI) in agenda items and their nature;
- d) provide to the Executive Officer as soon as possible before the meeting, or failing that, at the start of the meeting any written requests seeking a dispensation to be allowed to stay in the meeting to discuss and/or vote on a matter having declared a DPI or ODI.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, are expected to leave the room for the relevant items unless granted a dispensation.

**121 To consider any dispensations** received from parish council members.

### 122 Adjournment of meeting to hear from:

- a) **Thomas Curwell** PhD, Water Management Officer, North Worcestershire Water Management to talk about NWWM's flood mapping and Barnt Green watercourse
- b) **Members of the Public**
- c) **County Councillor** – Peter McDonald (Beacon division, Worcs CC)
- d) **District Councillor** - Charles Hotham (Barnt Green & Hopwood, BDC)

### 123 Minutes

To consider adoption of the minutes of the Parish Council meeting held 02/12/2015

### 124 Chairman's Report

To receive a report from the Chairman

### 125 Decisions taken by the Executive Officer since last meeting and updates

To be advised of any decisions taken under delegated powers since the last meeting and update report as attached.

**126 To consider the co-option of suitable candidates** to the parish council. There are two vacant seats on the council that must be filled by co-option. The recently published newsletter carries a request for volunteers; supporting information and an application form is available on the parish council website.

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## 127 Neighbourhood, Planning and Environment

- a) To consider the parish council's response to planning consultations received since last meeting, including:

Log 012 15/1015	2 Cherry Hill Ave	Modification and extension of existing first floor to create additional bedroom & ensuite. Enlarge existing outdoor utility.
Log 013 15/1016	12 Hewell Lane	Proposed storm porch
Log 014 15/0970	40 Sandhills Road	Proposed side and rear extensions
Log 015 15/1050	65 Bittell Road	Two-storey extension to rear of house and two additional and one replacement front dormer
Log 016 15/0944	28 Bittell Road	Ground floor front bedroom extension and rear flat roof kitchen extension
Log 017 15/1044	33 Blackwell Road	Two storey extension to rear

- b) **To note Planning Appeal:** log 007, 15/0517; land opposite Underhill, Aqueduct Lane
- c) **CALA Homes** In the light of new information to consider a revision of the Parish Council's comment to log no. 005, app no. 15/0652 (proposed re-alignment of Fiery Hill Road)
- d) **Hanging baskets** – 25 were distributed last year and at least a further 2 have been requested. There are 38 ground-floor retail outlets some of which will take more than one hanging basket; members are asked to consider the supply of one or two hanging baskets to each and whether to provide ongoing maintenance for them during the flowering season.
- e) **Parker's Piece footway** – quotations for installing a footway across the playing field have been sought and an application for grant funding submitted to Tesco. Members are asked to approve the scheme in outline and consider a budget for this scheme.
- f) **PACT meetings in Barnt Green** – County Councillor P McDonald is in discussions with the PCC regarding a PACT in Barnt Green and members are asked to consider support which may take the format of 4-monthly round-table discussion with the police involving the Parish Council, residents/traders, County and District Councillors. The meeting can help set priorities (not just parking) for the police to act on.
- g) **Walking Bus** – to consider support for establishing a Walking Bus in Barnt Green (this encourages parents to drop-off and collect First School children at a safe site away from the school entrance, thereby relieving congestion around the school and local roads).

## 128 Events

- a) To feedback/debrief on the Christmas lights switch-on 04/12/2015
- b) To note arrangements for the Sport Relief Mile on 20/03/2016.
- c) To note other events: i) Shindig Theatre 'The Origin of Species' 16/04/2016  
ii) Barnt Green Open Gardens 2<sup>nd</sup>/3<sup>rd</sup> July 2016

## 129 Communications

List of postal and emailed communications available from Executive Officer

## 130 Governance

- a) To approve the General Risk Assessment document
- b) To approve the submission for the Foundation Level, Local Council Award Scheme

## 131 Finance

- (i) An update on current finances will be provided for the meeting
- (ii) To minute the completion of the second quarterly check (Cllr R Briggs, 11/11/2015)
- (iii) To agree Executive Officer's attendance at SLCC Conference 25/26 February 2016

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand

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- (iv) Update to the budget for 2016/17 – to include information relating to hanging baskets, Parker's Piece footway; update to the council tax base for 2016/17.
- (v) Update on pension arrangements for staff. Due to the subject matter of this item which contains identifiable personal information the meeting will be closed to the public at this point and all except parish council members will be asked to leave as per **Public Bodies (Admission to Meetings) Act 1960**. The meeting will re-open to consider the remaining agenda items.

## 132 Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
- (ii) agree the attendance of councillors at forthcoming meetings –
  - Cllr R Cholmondeley to attend County Hall 21/01/2016 re Budget Consultation
- (iii) report minor matters of information not included elsewhere on the agenda;
- (iv) raise items for future agendas

## 133 Date and Venue of Next Meeting

The next meeting will be held on Wednesday 3<sup>rd</sup> February 2016 at 80 Hewell Road.

.....  
Gill Lungley MILCM, Executive Officer  
Barnt Green Parish Council, 30/12/2015  
[exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk) / tel: 0121 447 9893

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## Supporting notes to agenda for meeting 6<sup>th</sup> January 2016 From Gill Lungley, Executive Officer, BGPC

Agenda items 119 – 124 are standard items.

**Agenda item 125:** EO Updates for parish council meeting, 06/01/2016 includes all works delegated and undertaken as part of EO remit since last meeting  
Actions arising from previous meetings as per minute number shown in left-hand column, those to be considered further / at next meeting are shown in right-hand column:

Min no.		Position
4/11/15 Mn.93 2/12/15 Mn 109	<b>Network Rail</b> are expected to seek further consultation on railway pedestrian crossing, footpath no. 500. No update from NR to date and no response to emailed correspondence from Parish Council. NR Officers to be invited to attend parish council meeting.	Ongoing
Mn. 94 Mn 110	<b>Parking issues</b> Currently on hold. Comments received following distribution of the Bulletin will be considered at next NPE Committee meeting (date yet to be decided).	Ongoing
Mn 111	Casual Vacancy: as yet, no firm decision regarding take-up of vacancies	<b>AI 126</b>
Mn 108	Lengthsman – EO met with Lengthsman before Christmas to review the 'Tidying Barnt Green' report; actions agreed. Issues regarding number of cuts to roadside verges should be resolved for 2016.	Ongoing
	<b>Hanging baskets</b> - to be included in the budget. 25 were distributed last year, at least a further 2 have been requested. As keen to support the Open Gardens then PC could offer a HB to all ground-floor retail units (38) some of which will take more than 1 HB.	
	<b>'Clean for the Queen'</b> initiative to take place during 2016	Ongoing
	<b>Overgrown land next to Green Bank</b> , Hewell Road/Bittell Road corner to be tidied up; Network Rail to be contacted. Is there a name for this site? If tidied up in time for the Queen's 90 <sup>th</sup> birthday, then QE90?	Ongoing
	<b>Wheelie-bin stickers</b> – availability advertised in The Bulletin but take-up is slow.	Ongoing
	<b>Hedge by Deedar</b> Restaurant: not yet followed up.	Ongoing
	<b>Christmas tree</b> on corner of Orchard Croft to be removed via EO.	Ongoing
	<b>Child-sized defib</b> pads – now installed in the cabinet with the defib.	Item closed.
	<b>Sport Relief Mile</b> – item ongoing; EO to order portable toilets and to liaise with village locations for parking spaces.	
	<b>Computer literacy:</b> bdht (Bromsgrove District Housing Trust) survey is being circulated with the Bulletin, responses have been requested by 8 <sup>th</sup> January 2016 (returned to bdht who will relay responses to BGPC). To also note: WCC Libraries and Learning department have an 'Enterprise and Learning Bus' for hire (leaflet attached).	ongoing
	<b>Website:</b> invitation for applications of interest included in Winter Bulletin. Current provider notified.	ongoing
	<b>Training Programme</b> the completed training audit will be completed by EO to establish a training programme for next year.	ongoing
Mn112e	<b>Bus shelter light</b> – this has now been installed and is working well	Item closed
Mn112g	<b>Village Centre bollards</b> – there is no record the bollards are owned by the parish council (they are not included on the Asset Register). It is believed that information is on file somewhere, but not yet located. No	ongoing

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	agreement has yet been taken regarding the number of replacement bollards, whether they are to match the missing bollards, the cost, the siting of each one, on-going maintenance.	
	<p><b>Council Tax Base</b> – information from BDC’s Finance Director indicates the CTB for 2016/17 will be 930.60 gross/921.29 net (last year it was 923.30/914.07). If precept amount remains the same as last year ie £57,200 then the amount payable by the Band D council tax payer is £62.09 (last year it was £62.58).</p> <p><b>Council Tax support grant for parish councils</b> – no information yet on this figure or even if there is to be any support for 2016/17.</p>	
	<p><b>Pension arrangements</b> –</p> <p>A separate note has been prepared by Cllr R Cholmondeley.</p>	AI 131v
84ii 100	<b>Community Emergency Plan</b> Cllr J Jellie is to progress this.	Ongoing
<b>Other items</b>		
Correspondence:		
Weekly CALC updates provided via email to all members		
Weekly WCC roadworks updates provided via email to all members		
Weekly Police and Crime Commissioner updates provided to all members		
<b>Worcestershire Local Flood Risk Management Strategy Consultation.</b> Comments required by 29/02/2015; to be referred to NPE Committee meeting		
<p><b>Budget Consultation Meeting 6.30pm 21st January 2016 - County Hall, Worcester</b> County Parish Conference, Weds 24<sup>th</sup> February 2016, 6.30pm County Hall (market place from 5.30pm)</p> <p><b>Invitation to WPD’s annual stakeholder workshop, with lunch: January 2016 (various dates, venues)</b></p> <p>November crime stats from Rubery Police Station</p> <p><b>Sgt Richard Field ‘Leaving Bromsgrove’</b></p> <p>Save the Date - 20th January 9am-1pm - Mental Health Services Event</p> <p><b>December Edition of Wellbeing in Partnership</b></p>		

## Agenda item 130 - Governance

- a) General Risk Assessment. This is attached below; the parish council is expected to undertake risk management and review throughout the year so that it can answer the Annual Governance Statement (included as part of the annual audit statement) with confidence.
- b) Local Council Award Scheme: Foundation Level. Members are asked to confirm the required criteria are in place for the Foundation award; please see sheet below.

## Agenda item 131 - Finance

- a) Update on current finance – to follow.
- b) The budget update to follow.

## Agenda item 132 - Councillors’ reports and items for future agendas.

## Agenda item 133 -

**Date and venue of next meeting** – Wednesday 3<sup>rd</sup> February 2016 at 80 Hewell Road.

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## Agenda item 130a

### BARNT GREEN PARISH COUNCIL POLICY ON RISK ASSESSMENT AND MANAGEMENT

Risk management is increasingly important and there is now an expectation on parish and town councils to be explicit in their approach to it. The failure to manage risks effectively can be expensive in financial terms and in terms of service delivery; it would threaten a council's ability to achieve its objectives and cause the electorate to lose trust in the council.

The Parish Council has in place a system to help it manage risk which is flexible to cater for any developments over time.

The council's policy is therefore to:

- ❖ **Identify** key risks facing the council
- ❖ **Evaluate** the potential to the council of one of these risks taking place; and
- ❖ **Agree** measures to avoid, reduce or control the risk or its consequence.

Areas of risk to the Parish Council will include the following:

- **Physical assets** – eg play equipment, park land, IT hardware, benches, shelters etc.
- **Finance** – eg banking procedures, loss of income, petty cash etc
- **Injury to the public** – eg in Parker's Piece, Millennium Park, parish council office
- **Legal compliance** – eg agendas and minutes, Transparency Code, statutory codes
- **Councillor propriety** – eg non-declarations of interests, disregarding the Code of Conduct etc

The Council will consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire or flood, damage by vandals, theft or simply deterioration through lack of maintenance. All these risks can be minimised or transferred by various means, such as taking out insurance, securing alarms or by regular inspection and maintenance.

The review of risk and risk management will be undertaken annually by the council meeting as a whole body or by a committee appointed to carry out this function by way of delegation. Any such committee will report back to the full council at the earliest opportunity.

In addition to identifying risk the council will make a judgment about the likelihood of the risk occurring and its potential impact.

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce the risk; or
- Manage the risk yourself

The following table outlines the:

- ✓ Areas of risk to the Parish Council
- ✓ Type of risk that may occur
- ✓ Likelihood of the risk occurring, graded Low (1), Medium (2,3,4), High (5)
- ✓ Potential impact of the risk occurring
- ✓ Actions taken to reduce the risk occurring
- ✓ Evidence of actions taken to reduce risk
- ✓ Further actions for improvement

Executive Officer, Barnt Green Parish Council  
8<sup>th</sup> December 2015, Review Date: December 2016

**See separate attachment for Risk Management Policy - Areas of Risk.**

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## Agenda item 130b

### Local Council Award Scheme checklist

This document is a resource for Local Councils taking part in the Local Council Award Scheme  
*My council has not registered to take part in the scheme* – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

*My council has the relevant criteria in place and has already registered with NALC* – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

*What criteria do I need to meet for each award level?*

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

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The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria ?	Where are these published online?
1 Its <b>standing orders</b> and <b>financial regulations</b>	✓	<a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Standing-Orders-last-amended-140917.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Standing-Orders-last-amended-140917.pdf</a> <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Financial-Regulations-last-amended-150114.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Financial-Regulations-last-amended-150114.pdf</a>
2 Its <b>Code of Conduct</b> and a link to <b>councillors' registers of interests</b>	✓	<a href="http://barntgreen.org.uk/framework/wp-content/uploads/2013/08/Code-of-Conduct.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2013/08/Code-of-Conduct.pdf</a> <a href="http://barntgreen.org.uk/parish-council/barnt-green-parish-councillors/">http://barntgreen.org.uk/parish-council/barnt-green-parish-councillors/</a>
3 Its publication scheme	✓	<a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Parish-Council-publication-scheme.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Parish-Council-publication-scheme.pdf</a>
4 Its last annual return	✓	<a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/AnnualReturn2014-15.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/AnnualReturn2014-15.pdf</a>
5 Transparent information about council payments	✓	Shown as attachment to all published minutes documents, eg <a href="http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0">http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a>
6 A calendar of all meetings including the annual meeting of electors	✓	<a href="http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0">http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a>
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓	<a href="http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0">http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a>
8 Current agendas	✓	<a href="http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0">http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a>

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		<a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Budget-2015-16.pdf">spx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a>
9	The budget and precept information for the current or next financial year	✓ <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Budget-2015-16.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Budget-2015-16.pdf</a>
10	Its complaints procedure	✓ <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Complaints-procedure-15-11-10.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/04/Complaints-procedure-15-11-10.pdf</a>
11	Council <b>contact details</b> and <b>councillor information</b> in line with the Transparency Code	✓ ✓ <a href="http://barntgreen.org.uk/bgpc-contact/">http://barntgreen.org.uk/bgpc-contact/</a> <a href="http://barntgreen.org.uk/parish-council/barnt-green-parish-councillors/">http://barntgreen.org.uk/parish-council/barnt-green-parish-councillors/</a>
12	Its action plan for the current year	✓ <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Action-Plan-2015-16-and-2016-17.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/Action-Plan-2015-16-and-2016-17.pdf</a>
13	Evidence of consulting the community	✓ <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/APM-2015-Chairmans-Report.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/APM-2015-Chairmans-Report.pdf</a> and <a href="http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/APM-2015-report-of-payments-and-receipts.pdf">http://barntgreen.org.uk/framework/wp-content/uploads/2014/03/APM-2015-report-of-payments-and-receipts.pdf</a>
14	Publicity advertising council activities	✓ <a href="http://barntgreen.org.uk/parish-council/newsletters/">http://barntgreen.org.uk/parish-council/newsletters/</a> and <a href="http://barntgreen.org.uk/">http://barntgreen.org.uk/</a> and <a href="http://barntgreen.org.uk/community/">http://barntgreen.org.uk/community/</a>
15	Evidence of participating in town and country planning	✓ Link to minutes of meetings and to Planning Authority website <a href="http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0">http://e-services.worcestershire.gov.uk/MyParish/OtherMeetings.aspx?ParishID=223&amp;PostCode=B458NS&amp;Prop=244190&amp;partner=bdc&amp;MarriedTo=0</a> and <a href="http://appuview.bromsgrove.gov.uk/online-applications/advancedSearchResults.do?action=firstPage">http://appuview.bromsgrove.gov.uk/online-applications/advancedSearchResults.do?action=firstPage</a>

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The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	✓	This is reviewed annually with results minuted; the information is circulated to all members electronically; accessible via internal 'cloud' storage (dropbox); available as paper copy to anyone who requests it.
17 A register of assets	✓	The asset register is reviewed annually and the review is minuted. A list of assets is maintained on the website, here:
18 Contracts for all members of staff	✓	The members of staff have contracts of employment access to which is limited to the line manager and member of staff. Stored electronically
19 Disciplinary and grievance procedures	✓	The parish council has a policy on disciplinary and grievance procedures; available electronically.
20 A policy for training new staff and councillors	✓	The parish council has a policy on Training which covers new staff and councillors; it is available electronically.
21 A record of all training undertaken by staff and councillors in the last year	✓	A training record for all staff and councillors is kept by the Executive Officer. This is available electronically.
22 A clerk who has achieved 12 CPD points in the last year	✓	The Clerk (Executive Officer) has confirmed 12 CPD points have been achieved over the last year.