



The Civil Parish of

Leek Wootton & Guy's Cliffe

Councillor Application Pack

Introduction

This pack contains information about Leek Wootton & Guy's Cliffe Parish Council for prospective Parish Councillors, including the job description, co-opton application form and co-opton eligibility form.

If you have any further questions about the Parish Council, do not hesitate to contact the Clerk or other Councillors (see page 7).

What is a Parish Council?

Parish Councils are the first level of local government. They provide communities with a democratic voice and a structure for taking community action. They are the first point of contact for anyone concerned with a community issue.

They operate at a level below district councils, borough councils and unitary authorities.

They're elected and can help on a number of local issues, like providing:

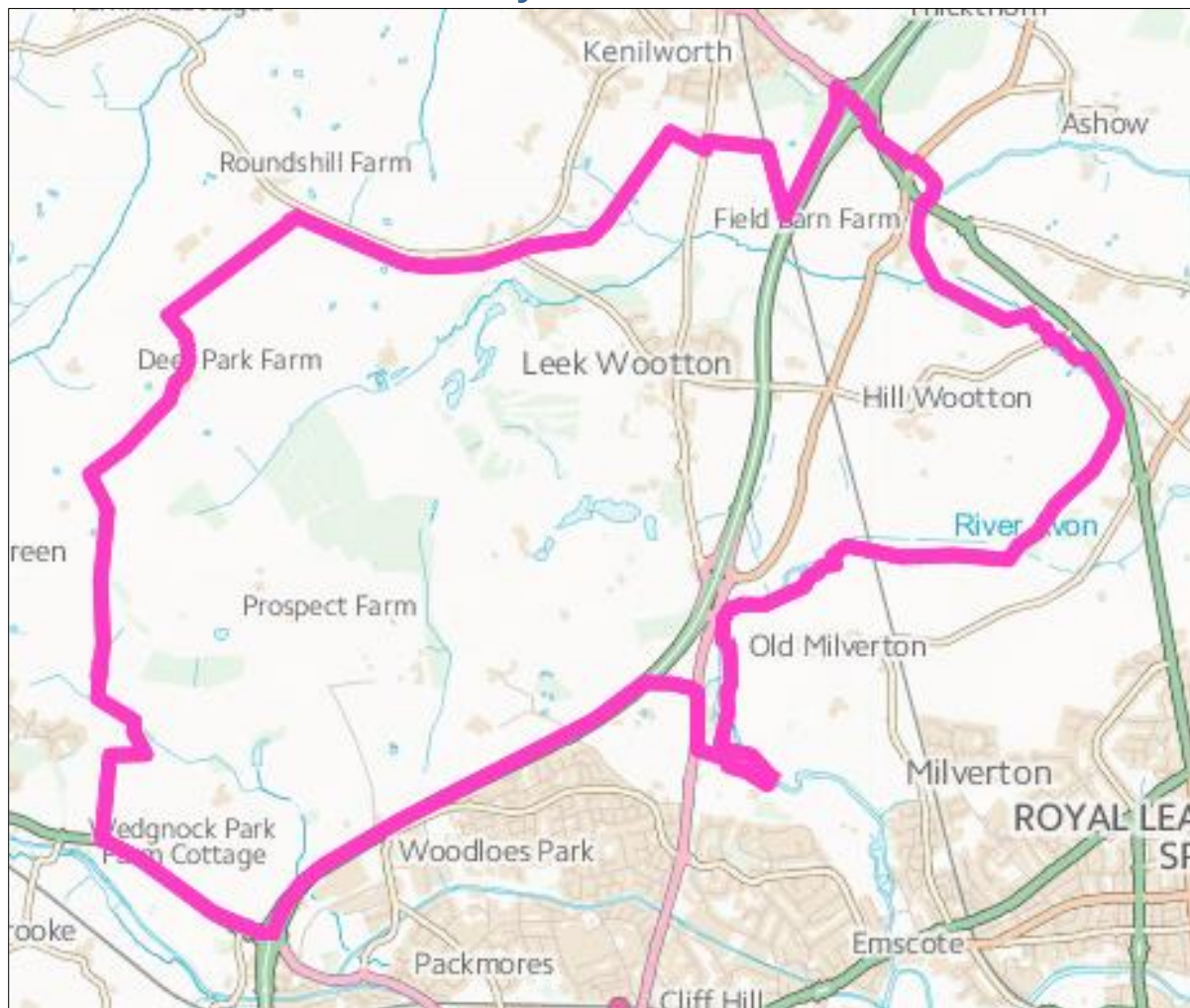
- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

They also have the power to issue fixed penalty fines for things like:

- litter
- graffiti
- fly posting
- dog offences

The full council (a meeting of all council members) is responsible for all decisions.

About Leek Wootton & Guy's Cliffe Parish Council



Leek Wootton Parish Council was constituted in 1894 and merged with Guy's Cliffe Parish Council, formerly the smallest parish in England, on 1 April 1986. Leek Wootton & Guy's Cliffe operates below Warwick District Council and Warwickshire County Council.

The Parish Council is a corporate body with 8 seats. All decisions of the Council are taken by the majority vote during Council, or Committee meetings.

The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's Standing Orders and Financial Regulations in an efficient and timely manner.

The Clerk to the Council is the Proper Officer/Responsible Financial Officer and carries out the statutory obligations of the Council.

What we do

The Parish Council undertakes a number of services on behalf of the Parish. It raises money to undertake projects via the Precept which is collected through local council tax by Warwick District Council. In addition to the services offered we also work in partnership with Warwick District Council and Warwickshire County Council.

Below are further services that Leek Wootton & Guy's Cliffe Parish Council carries out for the benefit of residents of the Parish:

- Owns and maintains:
 - Leek Wootton Children's Playground
- Provides and maintains:
 - litter bins
 - bus shelters
 - benches
 - notice boards
- Supports and provides regular reports to the Leek Wootton Link, which is delivered to every household in the Parish (except opt-outs) and provides an annual Bulletin report to every household
- We work closely with the County Council's Highways Department to try and resolve highway issues
- Considers all planning applications relating to Leek Wootton & Guy's Cliffe and make comments, as appropriate, to Warwick District Council
- Provides grants to local organisations

Parish Council Meetings

Ordinary Parish Council meetings are held on the first Tuesday of each month at Leek Wootton Village Hall and start at 7:30 pm. Exceptions: There is usually no meeting in August or December.

During the Coronavirus Pandemic the Parish Council has been meeting remotely via Zoom (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020)

The Annual Parish Council Meeting (the Council's AGM), when the Chairman is elected and the Council's Policy Documents are reviewed, is held in May.

The Parish Council is statutorily required to hold a Parish Meeting or Assembly every year, between 1 March and 1 June, to which all Parishioners are invited to attend.

Extraordinary Parish Council Meetings may be called.

All meetings are open to the public and are advertised with 3-days notice.

Volunteer Task Force

Some maintenance and inspection jobs are undertaken by a Volunteer Task Force of Councillors and Parishioners, which meets at a time convenient to the group's members.

Training

Leek Wootton & Guy's Cliffe Parish Council is committed to ensuring that Councillors and staff are equipped to carry out the functions for which they are responsible and will provide all necessary training.

Policy & Strategy Documents

All of the Council's policy and strategy documents are publicly available on the Parish Council website (www.leekwootton.org.uk), as are the minutes of past meetings.



LEEK WOOTTON & GUY'S CLIFFE PARISH COUNCIL
Council Information
www.leekwootton.org.uk

Parish Councillors			
	Chairman Richard Coates	Westside Hill Wootton Road Tel : 856223 CllrCoates@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ Playground ♦ Recreation ground
	Vice-Chairman Paul Eldridge	30 Hill Wootton Road Tel : 854347 CllrEldridge@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ Planning ♦ Village Hall
	Stephanie Allison	Setter's Corner 21 Waller Close Mob: 07814 875931 CllrAllison@lwandgc-parishcouncil.co.uk	
	Jim Kirkwood	Lyndhurst 34 Woodcote Lane Tel : 852444 CllrKirkwood@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ Highways ♦ Community Forum
	Keith Knott	4 The Meadows Tel : 859725 CllrKnott@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ School
	Joy Maisey	Stud Farm Hill Wootton Mob : 07827 778663 CllrMaisey@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ Hill Wootton
	Peter Tunkle	Old Police House Warwick Road Tel : 511879 CllrTunkle@lwandgc-parishcouncil.co.uk	Area of Interest: ♦ Emergency Planning
	VACANCY		
Clerk to the Parish Council			
	Helen Eldridge	1 Anchor Cottages Warwick Road Tel : 853841 clerk@leekwootton.org.uk	

Updated: July 2020

JOB DESCRIPTION: Parish Councillor

Job Title:	Councillor
Responsible to:	The Parish Council and its electors.
Responsible for:	Effective leadership to foster the interests of their electors and Parish
Role Purpose to:	Represent the views of Parishioners within and outside the Parish.

Main Duties and Responsibilities

1. To participate constructively in the government of Leek Wootton & Guy's Cliffe Parish
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the 'Neighbourhood Plan'.
3. To ensure, with other councillors, that the Parish Council is properly managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To represent effectively the interests of the Parish and deal with Parishioners' enquiries, representations and complaints.
7. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies
8. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision.
9. To attend Parish Council meetings.
10. To prepare for meetings and being properly informed about the issues to be discussed.
11. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
12. To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee and Governing Bodies.
13. To maintain proper standards of behaviour as an elected representative of the people.
14. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council).
15. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
16. To contribute constructively to open government and democratic renewal, to actively encourage the Parish to participate generally in the government of the area and to provide access to information where appropriate.
17. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).

Eligibility of Candidates

The Parish Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the Parish and continues to be an elector; or
- has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
- has had his/her principal or only place of work in the Parish for the past twelve months; or
- has lived within three miles of the Parish for the past twelve months.

There are certain disqualifications for being a parish councillor (see Sch. 80 of the Local Government Act 1972) of which the main are:

- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

For further information about Eligibility for Parish Councillors, see Electoral Commission's

Candidate Guide – Parish and Community Elections (part 1/6) at:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

Applications

Candidates are required to:

- Submit information about themselves, by way of completing a short application form.
- Confirm their eligibility for the position of parish councillor within the statutory rules.

Following receipt of application form(s) and confirmation(s) of eligibility, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' application form(s) will be circulated to all parish councillors by the Clerk (or Chairman in the absence of the Clerk) at least 3 clear days prior to the meeting of the full Parish Council at which the co-option will be considered.

All such documents will be treated by the Clerk/Chairman and all Parish Councillors as strictly private and confidential.

At the Co-Option Meeting

Candidates will be given five minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council.

The process will be carried out in the public session. There will be no private discussions between council members prior to a vote being taken.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands (Local Government Act 1972 Sch. 12. Para 13).

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Parish Council's Code of Conduct and, upon signing, will take office either before or at the next meeting of the Parish Council.

The Clerk will notify Warwick District Council Electoral Services Office of the co-option of the new parish councillor.

A co-opted Parish Councillor will also complete a Disclosable Pecuniary Interests form which the Clerk will lodge with the Monitoring Officer at Warwick District Council within 28 days of the co-option.



Leek Wootton & Guy's Cliffe Parish Council

Co-Option Application Form

Name:	
Address:	
Telephone Number:	
Email Address:	
How long have you lived in the Parish?	

Your background and interests

(please include details of any work experience and skills which you feel may be relevant including membership of village organisations or any voluntary sector service)
(if necessary continue onto a separate sheet)

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Please indicate briefly why you are interested in becoming a parish Councillor

(if necessary continue onto a separate sheet)

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form in accordance with the GDPR.

I declare the information given on this form to be true and correct.

Signature

Date

Print Name

Please return this completed form, **together with the completed Co-option Eligibility form**, to clerk@leekwootton.org.uk or to Leek Wootton & Guy's Cliffe Parish Council, 1 Anchor Cottages, Warwick Road, Leek Wootton, WARWICK CV35 7QX



Leek Wootton & Guy's Cliffe Parish Council

Co-Option Eligibility Form

1. In order to be eligible for co-option as a Leek Wootton & Guy's Cliffe Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) to (f). Please tick which apply to you:

- (a) I am 18 years of age or over
- (b) I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union
I meet at least one of the following four qualifications:
 - (c) I am, and will continue to be, registered as a local government elector for the Parish from the day of my nomination onwards
 - (d) I have occupied as owner or tenant any land or other premises in the Parish during the whole of the 12 months before the day of my nomination and the day of election/co-option
 - (e) My main or only place of work during the 12 months prior to the day of my nomination and the day of election/co-option has been in the Parish
 - (f) I have lived in the Parish or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election/co-option

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

- (a) Is employed by the parish council or holds paid office (other than Chairman or Vice-Chairman) under the parish council (including joint boards or committees);
- (b) Is employed by an entity controlled by the parish council;
- (c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- (d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- (e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

I confirm that and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish councillor.

Declaration & Consent

I hereby confirm that I am eligible for the vacancy of Leek Wootton & Guy's Cliffe Parish Councillor and that the information given on this form is true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this form.

Signature

Date

Print Name