

City of Durham Parish Council

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Join Zoom Meeting
<https://us02web.zoom.us/j/88027495510>
Meeting ID: 880 2749 5510

Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that a meeting of the **FULL COUNCIL** will be held **via Zoom** on **Thursday 24 June 2021 at 7:00pm** to transact the following business:

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 17TH MAY 2021**
- 4. PUBLIC PARTICIPATION**
- 5. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 16 April, 30 April and 28 May 2021**

Copies of all approved minutes from these meetings can be found here:

<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

- Update on the progress of the Durham City Neighbourhood Plan.
- Update on the application to de-register the former coach park at the Sands as common land.

- **Environment Committee minutes from meetings held on 16 March 2021**

Copies of all approved minutes from these meetings can be found here:

http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee

- Proposal to support the 7 Hills of Durham heritage project
- Proposal to support the *Shhh...11pm-7am* campaign

- **Licensing Committee minutes from meeting held on 12 March, 23 April and 25 May 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>

- Proposal to request an online public licensing portal is established by the County Council.
- Proposal to host an online licensing training session for Councillors and members of the public.

• **Finance Committee minutes from meeting held on 11 January 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/finance-committee/>

6. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 17th May 2021.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21

- (i) to consider and agree any actions arising from the report of the internal auditor 2020-21 (copy attached)
- (ii) to approve the annual governance statement 2020-21 (copy attached)
- (iii) to approve the draft annual accounts for 2020-21 (copy attached)
- (iv) to approve the register of assets 2020-21 (copy attached)
- (v) to approve the accounting statement and explanation of variances 2020-21 (copies attached).

8. 2021/22 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

9. ADOPTION OF NEW RECOMMENDED CODE OF CONDUCT FOR COUNCILLORS

10. PROPOSAL TO AMEND THE MEMBERSHIP OF THE PARISH COUNCIL'S FINANCE COMMITTEE AND LICENSING COMMITTEE

11. TO DECIDE ON THE MEMBERSHIP/REPRESENTATIVES OF THE FOLLOWING BODIES:

- Durham County Council's landlord licensing task and finish group
- Parish Council newsletter editorial group
- Durham University's PBSA liaison group
- Durham University's Community Engagement Task Force, Economic sub-group

12. REPORT FROM THE RECENT COMMUNITY RESIDENTS' ASSOCIATION FORUM

And pursuant to the provisions of the above-named Act, **I Hereby Summon You** to attend the said meeting.

Adam Shanley
Clerk City of Durham Parish Council

City of Durham Parish Council

Minutes of the Annual meeting of the City of Durham Parish Council held on Monday 17th May 2021 at 19:00 via Zoom.

Present: Councillors E Scott (Chair), A Doig, L Brown, R Ormerod, V Ashfield, R Friederichsen, C Lattin, G Holland, D Freeman, S Walker, G Nair, N Brown, E Ashby, H Weston, R Hanson.

Also present: Parish Clerk Adam Shanley and Assistant Parish Clerk Caroline Thompson.

1. ELECTION OF CHAIR

The former Chair of the Parish Council Councillor Elizabeth Scott opened the meeting, thanking all those former Members of the Council and all those Members returned for their hard work over the last three years since the creation of the Parish Council.

Councillor Scott asked if there were any nominations for the role of Chair of the Parish Council. Councillor Alan Doig was nominated by Councillor R Ormerod and seconded by Councillor D Freeman. All voted in favour.

Councillor A Doig welcomed all the newly elected Councillors and thanked all previous Councillors for their hard work and contribution in their last 3 years of service. He also welcomed the new assistant Clerk Caroline Thompson.

Councillor A Doig read out the acceptance of office of Chair declaration.

2. ELECTION OF VICE CHAIR

Cllr A Doig asked if there were any nominations for the role of Vice Chair of the Parish Council. Councillor Liz Brown was nominated by Councillor E Scott and seconded by D Freeman. All voted in favour.

3. APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

None received.

4. DECLARATIONS OF INTEREST FROM MEMBERS

None received.

5. APPROVAL OF DRAFT MINUTES FROM THE COUNCIL MEETING HELD ON 22ND APRIL 2021

The minutes of the meeting held on 22nd April 2021 were unanimously agreed as a true and accurate record of proceedings.

6. PUBLIC PARTICIPATION

None received.

7. CONSIDERATION AND APPROVAL OF RECOMMENDATIONS FOR CHANGES TO THE FOLLOWING DOCUMENTS:

- Parish Council Standing Orders
- Parish Council Financial Regulations
- Terms of Reference for the following Parish Council Committees: Business, Environment, Finance, Licensing, Personnel and Planning.
- The following Parish Council policies: Communications policy, Environmental and sustainability policy, Equality and diversity policy, Grant Awards policy, Health and safety policy, policy on dealing with vexatious behaviour, Safeguarding policy and Social media policy.

All documents were **approved** by Members, subject to the following amendments:

- Parish Council Standing Orders

Standing Order Part 4C was amended to: *"Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors. **All decisions arising from such bodies are made by the Parish Council**"*

- Parish Council Financial Regulations

No amendments were made to the Parish Council's Financial Regulations.

- Terms of Reference for the following Parish Council Committees:

Business Committee Terms of Reference:

Councillor E Ashby asked for item k) to be amended to remove the reference to the production of the Neighbourhood Plan in the sentence: *"To assist in the production and implementation of the Neighbourhood Plan, in so far as it relates to business issues"*. The Neighbourhood Plan having already been produced and passed referendum stage. This was **approved** by Members.

Councillor E Ashby also asked for p) to be added to state: *"To work in partnership with other City stakeholders, including the BID, Durham University and Durham County Council, to promote Durham's leisure, business and tourism economies"*. This was **approved** by Members.

Planning Committee Terms of Reference:

The Parish Clerk asked that point 9 to added to the Terms of Reference as follows: *"To engage with a planning consultant on planning matters as and when required"*. This was **approved** by Members.

Licensing Committee Terms of Reference:

Including the reference to the Committee being able to consider all pavement licenses on behalf of Full Council. This was **approved** by Members.

Councillor R Ormerod requested that the number of Members on Committees be reduced as follows: the Planning Committee to be reduced to 6 Members, the Environment Committee to be reduced to 6 Members and the Personnel Committee be reduced to 3 Members. This was seconded by Cllr S Walker.

Councillor E Ashby asked whether this is a matter for this point in the Agenda. Councillor E Ashby advised that she anticipated, if there were to be any modifications to Committees, that they would come up under the Agenda item relating to Committee Membership. Councillor E Ashby also advised that, if this matter is to be addressed at this point in the Agenda, as it is such a critical matter to the operation of the Parish Council, she would have expected Members to have had some notice of this so that they had time to make considered comments.

Cllr L Brown advised that the reason this is to be considered at this point in the Agenda is due to certain Committees' Terms of Reference specifically defining a particular number of Members to sit on a Committee.

The Chair asked if there were any amendments to the proposal, there being none, the Chair asked Members to vote on the proposal. Members voted as follows on this proposal:

6 in favour - Councillors A Doig, R Ormerod, D Freeman, H Weston, S Walker and R Hanson.

3 against - Councillors V Ashfield, E Ashby and G Nair.

6 abstained - Councillors L Brown, E Scott, G Holland, R Friederichsen, C Lattin and N Brown.

The proposal was therefore **approved**.

8. ADOPTION OF PARISH COUNCIL GRIEVANCE AND DISCIPLINARY PROCEDURES

Members agreed to the following grievance and disciplinary procedures:

CITY OF DURHAM PARISH COUNCIL GRIEVANCE AND DISCIPLINARY PROCEDURES

The City of Durham Parish Council Grievance and Disciplinary Procedures are modified from the ACAS Code of Practice as set out in the various Employment Acts.

This procedure applies to all employees of the City of Durham Parish Council. This document describes the procedure which aims to facilitate a speedy, fair

and consistent solution to an individual employee's employment grievance or disciplinary status.

Where appropriate, the opportunity for mediation will be put forward at any stage of a grievance or disciplinary procedure.

1. Grievance Procedures

1. Introduction

It is the Parish Council's policy to ensure that all employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If you have a grievance about your employment, you should communicate this either verbally or in writing to the Parish Council's Personnel Committee. We hope that the majority of concerns will be resolved at this stage.

3. Grievance procedure

If you feel that the matter has not been resolved through informal discussions, you may raise the matter formally with the Parish Council. You will be invited to attend a meeting to discuss the grievance and be notified in writing of the decision. You have the right to be accompanied by a friend or relative, a solicitor or trade union representative at all grievance meetings. You will be given the right to appeal against the decision.

4. Appeals

Any appeal will be considered by Members of the City of Durham Parish Council who were not involved in the original hearing and who will decide the case as impartially as possible.

2. Disciplinary Procedures

1. Purpose of the Procedure

The Parish Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached.

2. The Principles

- This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case and be accompanied by a friend or relative, a solicitor or trade union representative.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- You have a right to appeal against any disciplinary action taken against you.
- The procedure may be implemented at any stage if your alleged misconduct warrants such action.

3. Informal discussions

Before taking formal disciplinary action, the Parish Council will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. First warning

If conduct or performance is unsatisfactory, you will be given a written warning or performance note. Such warnings will be recorded. You will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where a matter is sufficiently serious – for example because it is having, or is likely to have, a serious harmful effect on the Council or other Council employees, it may be considered necessary to move directly to a final written warning.)

5. Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within 12 months, you may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

6. Discipline and dismissal procedure

If facing dismissal or action short of dismissal such as loss of pay or demotion – the following minimum statutory procedure will be followed:

- You will receive a written note setting out the allegation and the basis for it.
- A meeting will be held to consider and discuss the allegation.
- You will be given a right of appeal, including an appeal meeting.
- You will be reminded of your right to be accompanied at any meetings.

In serious cases, immediate suspension may take place whilst the full facts of the incident(s) are ascertained.

In all cases of disciplinary procedures, the Parish Council will have the support of an external Human Resources professional.

7. Gross misconduct

If after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination. Whilst alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal rate of pay. Any decision to dismiss you will be taken by the Parish Council only after full investigation.

8. Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you by the Parish Council. Independent Members who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

End of policy and procedures.

9. TO DECIDE ON THE APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

The appointment of Parish Council representatives on local organisations was **agreed** as follows:

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Robert Hanson
Community Engagement Task Force sub group - Economic	None
Community Engagement Task Force sub group – Culture	None
Community Engagement Task Force sub group – Citizenship	Victoria Ashfield
Community Engagement Task Force sub group - Lived Environment	Referred to Planning Committee to decide
Community Engagement Task Force sub group - Durham for All	None
Durham University Covid-19 community engagement group	Esther Ashby and Liz Brown
PBSA Liaison Group	Adam to check if this Group is still active.
Durham Access Group	Liz Brown
CDALC Larger Councils Forum	Esther Ashby, Adam Shanley and Richard Ormerod
ASB sub-group task force	Adam Shanley
Durham AAP Board	Susan Walker

10. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERS

The Parish Council’s Committee Membership was **agreed** as follows:

<p>Planning Committee (6 Members) - Meets once every two weeks on a Friday at 2pm. Richard Ormerod Victoria Ashfield Liz Brown Rupert Friederichsen Carole Lattin Grenville Holland</p>	<p>Environment Committee (6 Members) – Meets once every four weeks, dates and times agreed at Committee level. Victoria Ashfield David Freeman Susan Walker Carole Lattin Robert Hanson Rupert Friederichsen</p>
<p>Personnel Committee (3 Members) – Meets as and when required, typically once per year. Elizabeth Scott Alan Doig Govind Nair</p>	<p>Business Committee (6 Members) – Meets once every two months, dates and times agreed at Committee level. Elizabeth Scott Richard Ormerod Nicola brown Grenville Holland</p>

	Esther Ashby Govind Nair
Licensing Committee (6 Members) – Meets once every two weeks on a Friday at 2pm (the alternative Friday to the Planning Committee). Liz Brown Nicola Brown Susan Walker Esther Ashby Govind Nair Helen Weston	Finance Committee (5 Members) – meets once per quarter, dates and times agreed at Committee level. Alan Doig David Freeman Robert Hanson Victoria Ashfield Helen Weston

It was also **agreed** that Members of the Finance Committee should be on the bank mandate to approve all payments.

11. UPDATE ON THE DURHAM CITY NEIGHBOURHOOD PLAN

The Parish Clerk advised Members that the Neighbourhood Plan has now passed referendum stage, with 85.6% of those who had voted, voting in favour of the adoption of the Plan. The Clerk advised that he is awaiting confirmation of the formal date of adoption of the Neighbourhood Plan from the County Council, however the Plan may now carry full weight in the determination of new applications within the Neighbourhood Plan area.

The Chair advised that he would be writing out to all members of the former Neighbourhood Plan Working Party to thank them for their incredible work on the Plan over many years.

The Clerk advised that all new Councillors will receive their own copy of the Neighbourhood Plan in due course.

12. UPDATE ON THE PUBLIC INQUIRY INTO THE APPLICATION TO DE REGISTER THE SANDS AS COMMON LAND

The Clerk reminded Members that, in late 2019, the County Council submitted a Section 16 application under the Commons Act of 2006 to the Secretary of State to have the former coach park at the Sands de-registered as common land and to replace this with an area of land at Aykley Heads. This application is intended to support the creation of 60 new controlled car parking spaces to support the new County Council Headquarters building at the Sands.

The Clerk advised that the Planning Inspectorate had originally advised that they were satisfied to proceed to determine the application without the need for a public inquiry. However, following legal representation from the Durham City Freemen and the City of Durham Parish Council, the Planning Inspectorate last year decided

that a public inquiry was necessary. The Clerk advised that the inquiry began on 27th April and to date 5 full days of sitting have taken place.

The Clerk advised that both applicant and objecting parties are represented by barristers and the first two full days of the inquiry began with senior county council officers giving evidence in support of the application, followed by cross-examination by both barristers. The County Council's argument is that there will be a substantial socio-economic cost to Durham if this application is not granted.

The Clerk advised Members that this argument is not accepted by objecting parties who are keen to ensure that the status of this land remains as is at present, the rights of common safeguarded and the common land is not taken away from the local community.

The Clerk advised that the remaining part of the inquiry is dedicated to objecting parties and closing submissions. Objectors including representatives from the Durham City Freemen, the City of Durham Trust, the Parish Council, the Durham Markets Company and local residents have all given evidence requesting that this application be refused; with the latter providing evidence on how they have used the land in the past and why it is important to retain the land as common going forward.

The Clerk advised that, at present, the only witness left to provide evidence is the former Chair of the Parish Council's Planning Committee Roger Cornwell. The Clerk advised that it is likely that there will be at least one further full day of sitting for this inquiry, for which there is a cost of £1,000 per day to the Parish Council for legal representation. The Clerk advised that ongoing legal support in the form of Nicola Allan is absolutely essential. To date no confirmed dates have been set for further sittings.

The Clerk advised that much had been made by the applicant's barrister regarding copies of minutes, authority to represent, the surfacing of the former coach park and crucially this question of "the neighbourhood".

Councillors unanimously **agreed** that the Parish Council as it is formed today remains opposed to this application.

Councillors unanimously **agreed** that the former Chair of the Parish Council planning committee Roger Cornwell has authority to represent the Parish Council at the inquiry.

Councillors unanimously **agreed** to the additional expenditure incurred for legal representation for the further sitting dates for the inquiry.

13. ADVICE ON THE ANNUAL MEETING OF ELECTORS

The Clerk presented the advice from NALC on the matter of the Parish Council hosting an annual meeting of electors. It was unanimously agreed that, given the ongoing Covid-19 restriction and the advice from NALC, that the annual meeting of electors should be delayed until later in the year.

14. CYCLE OF FULL COUNCIL MEETINGS

The cycle of Full Council meetings was provisionally **agreed** as follows:

2021

24 June

22 July

23 September

28 October

25 November

13 December

2022

27 January

24 February

24 March

28 April

There being no further business, the Chair thanked Members for their attendance and participation and closed the meeting.

Signed,

**Chair of the City of Durham Parish Council
(24th June 2021)**

ITEM 5: PROPOSAL TO SUPPORT THE 7 HILLS OF DURHAM HERITAGE PROJECT

Members will be aware that the Parish Council has agreed a budget of £4,000 towards promoting the heritage of the City. In agreeing this budget, there was also a specific reference to support for the Seven Hills of Durham proposal.

This is a trail which has been produced by a member of the former Neighbourhood Plan Working Party and author of the Looking Forwards document David Miller and is intended on promoting areas of Durham which are steeped in heritage and history.

The Parish Council's Environment Committee has been working with David Miller for a number of months now on this concept and has been liaising with the Rights of Way team at DCC, as well as third party landowners in order to gain the necessary permissions for use of areas of land as part of this trail.

A full risk assessment of the trail has been carried out by both the Highways team and the Rights of Way team at DCC who recommended a small number of changes to the trail which don't affect the overall heritage value of the trail.

The latest version of the route of this trail has been produced in an electronic format which can be viewed via the link here:

<http://maps.durhamcity.org.uk/Parish/SevenHills.php>

The Parish Council has been liaising with Durham University's property and assets team for some months as two areas of land which form part of the trail are owned by the University and are an essential part of this trail. They are: St. Aidan's college and Whinney Hill. After much negotiation the University has agreed to allow the Parish Council (if approved by Members) to use both areas of land as part of the trail on the condition that a way marker sign is funded and erected at St. Aidan's college directing trail walkers to the appropriate route of the trail and both a way marker sign and new gates are erected at the area of land at Whinney Hill as this land is currently leased to a farmer.

The way markers would be attached to a short post and would look something similar to the below image at a total cost (with the posts) of around £75-£100:



The gate to be installed at the land at Whinney Hill is to cover 4.9metres and would look something similar to the below image in the location shown next to this image:



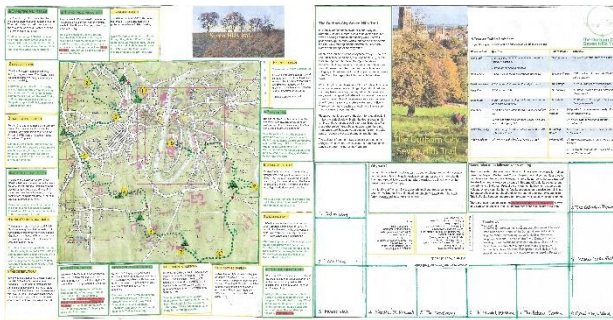
The Clerk has sought quotations from over 10 suppliers for the installation of the gates.

The production of a hardcopy map of the trail is also proposed and following design brief has been created for designers.

The Durham Seven Hills Trail – Brief for Design and Print of Leaflet

The Product

The leaflet is intended for widespread use from the inexperienced in walking and the use of maps, to serious walkers and walking groups. A design concept has already been developed and the job is to produce from this concept an attractive and user-friendly leaflet. The centre of the leaflet is the ordinance survey map for which the Parish Council already holds an Ordinance Survey licence. The map is surrounded by text boxes of information on the Seven Hills and the attractions ('the treasures') to be found along the route. On the reverse side is a quiz, general text and photographs.



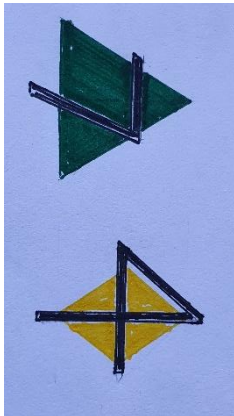
The 'display leaflet' (left) is an earlier hand-wrought version of the leaflet used for scoping the route and developing the leaflet design. It is only to be used as a guide to the way the final leaflet might look and work. Any improvements to this layout will, of course, be acceptable although the general principles as above will apply.

A further aspect of design will be to advise on a logo for the trail and complete its design for use on the leaflet and as a direction sign if required on the trail.

The Specification

- 1. The number.** 1,500 copies of the map will be printed initially.
- 2. The size.** The format will be square although the dimensions are to be decided on legibility and efficiency in relation to standard paper size. The leaflet will fold four ways so the route can be followed quadrant by quadrant. There will be a further fold to give a front and back panel as indicated in the 'display leaflet'.

3. The Map. The route of the trail is already drawn and superimposed on the map base. The route is clear and coloured green. Symbols need to be designed and superimposed as shown on the 'display leaflet':



- A green triangle with black ref. no. denoting each of the seven hills
- A symbol for the 10 'treasures' (at present shown on the map as a yellow dot edged in black. Perhaps a diamond without the black edge might be better?)
- Direction arrows along route
- North pointing arrow

(Hand drawn sketch of symbols)

5. Text Boxes surrounding the map. There are 17 text boxes of two types: (a) 7 boxes describing the 7 hills (b) 10 boxes describing the 10 'Treasures'. The green/yellow colours from the symbols on the map need to be carried through for easy relationship between text boxes and map.

6. The reverse side of the leaflet. This contains:

- The general introduction 'The Durham Seven Hills Trail'
- 'Why Walk'
- 'Some rules to be followed when walking'
- 'A treasure trail for eagle eyes' (quiz and answers)
- 'Thanks to' (to include City Council and Durham City Trust Logos?)
- Photographs illustrating the 10 treasures (Most of the camera phone snaps can be improved)

7. Other photographs. The cover and image over the map can be improved on for impact if thought necessary).

8. A logo. Some work has already been carried out on logos.



A recommendation was made to adapt a logo designed for the 'Looking Forward' document from which this proposal was developed. It was designed to cover a trio of concentric trails based including a City Heritage Trail. The Seven Hills and a wider green Belt Trail. The question is should this logo be used or should it be the simpler logo based on the mapped symbol?

The Clerk has sought quotations from several local specialist map producers based on this brief and the following quotes have been supplied:

For the design and print of handout map (1500 copies) of the Durham 7 Hills Trail including all relevant logos and symbols, design based on the guidelines given in the initial brief.

Company A - £2,000 (ex VAT).

Company B - £2,500 (ex VAT).

Company C - £1,429 (ex VAT).

Examples of the work of each of these companies will be provided for Members to consider alongside these quotes.

It is proposed that the Environment Committee works with both David Miller and the Parish Council's selected supplier for the map to come to a final product.

It is also proposed that hard copies of these maps be provided to key transport links into the City – including the new bus station, the railway station and provided to the local group Pointers as well as Durham Town Hall, if approved by Members.

The next phase of this project, if approved by Members, would be to digitalise the trail to be included in the Parish Council heritage app. The local County Councillors have agreed to fund the next phase of the heritage trail app and costs are being sought for this. It may be that further funding for the app may be required from the Parish Council.

**DECISIONS
REQUIRED**

- 1) For Members to support the proposal as set out in the above report.
- 2) If 1) is agreed, for Members to approve the expenditure required for the installation of the gate and way markers.
- 3) If 1) is agreed, for Members to agree a supplier for the production of the hardcopy map.
- 4) If 1) is agreed, for Members to agree to delegate responsibility to the Environment Committee to work with the designer of the map.
- 5) If 1) is agreed, for Members to delegate responsibility to the Clerk on the proposal to digitalise the trail.

ITEM 5: PROPOSAL TO SUPPORT THE SHHH...11PM-7AM CAMPAIGN

Councillors are reminded that a budget of £3,000 towards noise abatement was agreed by Full Council in January 2021 as part of the Environment Committee's budget for this financial year.

As Members are aware, reports of late night noise disturbance are by far the biggest source of complaints to the Parish Council by local residents and the Environment Committee has been looking to develop proposals to tackle this issue.

As part of the Parish Council's efforts on this, the Environment Committee has already established, alongside Durham Students Union, the "PinPoint" ASB logging tool. In addition, building on 24 months' work by local residents and the University's Community Engagement Officer, Members last year approved a Shhh... campaign involving posters agreed by all key City stakeholders to be installed at key entrances to the City such as the railway station, BID totems, the new bus station (when open). This design has also been produced in a beer mat format which is being distributed amongst the University's college bars and hopefully other licensed premises in the City, as well as exit signage.

In addition to this, a proposal has been put forward that the Parish Council looks to fund some additional signage on lamp posts in key hotspot areas in the City at risk of late night noise disturbance.

The proposed design has been used in connection with the University's racecourse event, where it was agreed that it would be installed at the entrance and exit of the racecourse. This has been funded and installed by the University for the duration of this event.

A copy of what the design would look like is included below in Image 1.

Image 1 – Shhh campaign poster at the racecourse event, June 2021.



The details for this signage are as follows:

Title: Residential Area Corex Signs

Size: A3 1pp

Description: 4 colour process one side only.

Origination: From artwork supplied we will supply a PDF proof for your approval.

Stock: White 6mm Correx

Finishing: Trimmed to finished size and packed suitably by kind.

Cost per unit: £21.80 (incl. VAT)

At the most recent Environment Committee meeting, taking resident feedback and PinPoint data into account, Members agreed that the key hotspot areas are:

The Viaduct area, Claypath, Whinney Hill and Sheraton Park.

However, the Whinney Hill Residents Group has indicated that they do not wish to have these signs in their area.

Elvet Residents Association has indicated that there is a particular issue of late night noise disturbance in their area and it may be that Members may wish to make this a target area for these signs too.

The local residents' association SNCF has already identified the exact lampposts where they feel these signs would have most impact, pending Parish Council approval. If this scheme is approved, it is recommended that the Parish Council also works proactively with the relevant local residents' association for the areas identified.

The Highways Section Manager has given his approval for the signs on the basis that these are no larger than 0.3m diameter. The Neighbourhood Warden Manager has also given her approval of these signs.

If approved, the Clerk will be required to submit an application to Durham County Council to acquire a "license to occupy" for the relevant lampposts. It is expected that this scheme will be delivered in around September 2021 if approved at this Full Council meeting.

If approved, it is also recommended that the work be taken forward by the Environment Committee and any other Councillor keen to be part of the scheme.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to support the proposal and its associated costs as set out in the above report.2) If 1) is agreed, for Members to agree to delegate responsibility to the Environment Committee to decide on the appropriate exact location for this signage.
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ITEM 5: PROPOSAL TO REQUEST AN ONLINE PUBLIC LICENSING PORTAL IS ESTABLISHED BY THE COUNTY COUNCIL

Members will recall that the Parish Council, in November 2019, requested that the County Council takes steps to establishing a new online licensing portal, so as to make licensing more accessible and transparent to the public.

At that time, the Parish Council took the view that a public search site, for example that provided by IDOX and which mirrors the County Council's own planning portal, was imperative to ensure transparency for alcohol licensing in County Durham. Such a site would allow members of the public the ability to search, comment on and track applications made in their locality and would further increase public awareness of such applications. This is also a view expressed by the new Licensing Committee.

At present, the information available on new licensing applications on the County Council website is very limited and does not provide members of the public with the following:

- Details of an applicant's proposed operating schedule.
- Details of how the applicant will seek to satisfy the four licensing objectives.
- The ability to view comments from neighbouring properties.
- The ability to view comments from statutory consultees such as the Police and Environmental Health.
- When new applications are granted, there is no way for a member of the public to see if any conditions have been attached to the licensing agreement and therefore it is impossible for members of the public to know if any licensing conditions have been breached.
- Unlike planning, there is no way for members of the public to view recent or historic applications.

The only means at present, by which a member of the public is able to view any of the above is to book an appointment at Annand House; a site which is not easily accessible by public transport and which adds a further workload to the Licensing team at Durham County Council. To further add to the difficulties of this, Covid-19 has made access to Council offices virtually impossible, though new licensing applications have continued to be made in the City.

Other local authorities across England do operate an online licensing portal.

The Parish Council's Licensing Committee believes that the creation of this licensing portal is imperative for members of the public to have confidence in the licensing system going forward. In light of the new Administration taking office at County Hall, Members felt that this would be an appropriate time to progress this proposal to a satisfactory conclusion.

Members will recall that the County Council responded to our request in November 2019 as follows:

"DCC Licencing Service operates a different database to the IDOX system used by Planning and Development Control. It is not possible to replicate

the web-based Planning Portal system to provide a fully on-line licensing system that would facilitate the application process and cater for the on-line viewing of new and existing licences in our current system. The ability to view and interrogate the public register information on-line is not a requirement of the legislation and our current system was not configured in order to provide this facility.

The service is moving to a new software product. The new system includes a module for on-line licensing and public registers. Once live this module should provide the facility that will provide the public facing information you are requesting. However, there is no definitive completion date as to when this will be done.

Until the new system is live, we will continue to liaise with colleagues in ICT in relation to any interim solutions that may be available to us, subject to resources and budgetary constraints.

With this situation in mind, we can only continue to provide details on applications and have the facility for individuals to view issued licences at our offices. As you will appreciate, our current actions are over and above the minimum legal requirements and the provision of discretionary service's is subject to resource constraints".

No further update on the new online licensing model has been received though, during Covid-19 restrictions, officers have been very accommodating and have sent redacted operating schedules and plans electronically upon request by the Clerk.

The Parish Council is also working with Durham County Council on the creation of an online licensing map of the City. It is felt that this does not however negate the need for an online portal.

DECISION REQUIRED	For Members to agree to write to the County Council and request that an online licensing portal be established as a priority.
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ITEM 5: PROPOSAL TO HOST AN ONLINE LICENSING TRAINING SESSION FOR COUNCILLORS AND MEMBERS OF THE PUBLIC

Members will recall that at its budget setting meeting in January 2021, the Licensing Committee requested a budget of £1,000 towards the hosting of a licensing training event.

Consideration of and responding to new licensing application consultations are a regular feature of the Parish Council's work as the Parish area takes in the City centre. The Parish Council's Licensing Committee regularly responds to licensing applications and has been able to apply conditions to new premises so as to ensure that business activities – particularly those operating as part of the night time economy - do not adversely impact on local residents. In addition, where an application has been deemed wholly unacceptable, the Parish Council's Licensing Committee has succeeded in preventing the granting of the license.

In addition to the training required for new Members of the Parish Council's Licensing Committee, the Licensing Committee has also been considering ways of informing and educating the public about identifying new licensing applications in their area, their rights to respond to new consultations and crucially how best to respond to new applications; ensuring that responses are relevant according to the four licensing objectives. This is seen as a priority for the parish given that consultation notifications are not posted within a certain radius to local residents in the way which planning consultations are by the County Council and the absence of an online licensing portal similar to that used for planning.

Members will recall that the Parish Council hosted a similar event in September 2019. At that time, there was a significant public interest in this training however much of the feedback following the event asked that guest speakers be kept solely to the trainer themselves so as to get the full benefits of this event.

At its recent meeting, the Licensing Committee considered a proposal that the Parish Council organises a Licensing training event for both Parish Councillors and local residents and felt this could be of benefit.

The Licensing Committee would seek to use its allocated budget to fund a training provider to attend.

In order to facilitate this event, the Clerk has contacted the Institute for Licensing and asked if they may be able to provide a licensing specialist to provide training for 2-3 hours to both members of the Parish Council and members of the public. The Institute has offered the following options:

David Lucas – (£850 + VAT)

Further information on David and his background can be found via the website link: <https://www.lexisnexis.co.uk/legal/experts/2758>

James Rankin – (£1,150 + VAT)

Further information on James and his background can be found via the website link: <https://www.ftbchambers.co.uk/barristers/james-rankin>

It is envisaged that this training will take place via Zoom – this is both safer during Covid-19, allows for a greater attendance and cuts costs for travel etc. It is also envisaged that this training event will take place in mid-July and will be on an evening (most likely from 6pm) with the exact date to be confirmed, if approved.

If agreed to be opened up to the public, it is proposed that the event is made bookable via an online ticketing system (free of charge), with only those members of the public who have booked a ticket being permitted into the training. It is also proposed that the number of attendees should be limited to an appropriate number, as agreed by Members.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to the Parish Council hosting an online licensing training event in mid-July for both Members and the public.2) If 1) is agreed, for Members to agree to the use of an online ticketing system for members of the public and to agree an appropriate maximum capacity for this event.3) If 1) is agreed, for Members to agree an appropriate training provider for this training event.
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ITEM 8: 2021/22 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

Councillors will be aware that the funding window for grant awards has now closed. The funding window began on 1st April 2021 and a number of organisations have submitted an application for funding to the Parish Council. Councillors are reminded that £20,000 of the Parish Council's budget for 2021/22 was agreed in January towards grant funding.

The funding window was advertised appropriately and the Clerk made all applicants aware of the Parish Council's Grant Award Policy.

Details of all of these applications have been circulated to Councillors and at a meeting of the Parish Council Finance Committee earlier this month, Members agreed to allocate the funding as follows:

Organisation	Project	Amount requested	Amount agreed at Finance Committee on 10th June
Harbour	Funding to help clients who have left a domestic abusive relationship and they have found their own safe place to live, often starting from scratch. We would use the grant to purchase essential items for people engaging with our organisation. Monies would be allocated to clients whose daily living costs being equal or very close to their income, leaving little spare for buying essential items. Each client would be assessed individually and we would allocate a maximum spend on per client of £250 to enable us to help at least 6 families or individuals.	£1,500	£3,000
St. Cuthbert's Hospice	Refreshing and repairing the gardens of the Hospice as a place of tranquility. Also re-designing to make the gardens suitable for bereaved children.	£2,250	£2,250
Alington House	Refurbishment of the Main Hall of Alington House	£1,500	£1,500
Boccia Durham	To purchase 5 extra sets of boccia balls and extra referee equipment x 4 (one for each court) to help all our members compete at the highest level they choose to achieve. We would like to also purchase a ramp and stool but the boccia balls need to be the priority.	£2,000	£2,028

Durham Hospital Radio	<p>The current project is a mixture of improvements to the DHR studios and also the siting of ceiling speaker systems in a number of areas within the hospital in order to improve the quality of the service to the patients and their families. The project would allow for the installation of an additional studio in the DHR location providing more flexibility for the presenters for training and broadcasts in a safer working socially distant environment. The ceiling speaker installations in 5 areas would allow the station to reach a wider audience within the hospital. Improvements of studio soundproofing is also included in the project.</p>	£3,000	£3,000
DMC 4 Durham CIC	<p>1 A contribution towards the costs of creating and airing a monthly podcast from Totally Locally Durham involving local people, local businesses and local community initiatives to promote what the city has to offer. 2. A contribution towards a series of family events on Summer Sundays in August on a variety of themes to attract additional footfall into city centre.</p>	£2,000	£2,000
Durham Community Association (Shakespeare Hall)	Purchase of a Printer/copier/scanner and 4x hand dryers	£966	£966
Durham Fringe	<p>From our analysis, audiences for the Fringe Festival are likely to come from within 45 minutes of the City Centre. To attract the most diverse audience possible we want to keep ticket prices as low as possible.</p> <p>To achieve this, the Festival is seeking funds from supportive organisations and individuals to help us reduce our ticket prices from £8.00 to £5.00. The cost of this price reduction, on the assumption that we sell 50% of tickets to performances, is £18,000.</p>	£1,000	£1,000

Merryoaks WI	To purchase a Cloud Book, mobile projector and 4G router, allowing members to fully benefit from the presentations given by monthly speakers and our own discussions and presentations on WI resolutions and proposals. At present we are reliant on the speaker having their own equipment which is not always the case.	£550	£550
St. John's Brownies	The unit has been open since 1930 and this year wishes to mark 91 years of St John's Brownies with a special birthday celebration.	£250	£250
St. Margaret's Centre	The replenishment of consumable materials used in the craft room, woodwork and horticulture departments at the centre.	£1,000	£1,000
St. Nic's Church	To develop a "friendship café" in order to tackle loneliness in the City with a social justice emphasis built around it, involving activities etc and enabling support from DCC and others.	Whatever contribution is available.	£0
The Finchale Group	Funding of an access path to the Finchale Gardens - a place of peace and tranquillity in an industrial estate.	£1,000	£0
		Total agreed	£17,544

The Chair of the Finance Committee on 10th June 2021 will go through the reasons for these allocations at the meeting. If the allocation as set out above is agreed by Members, this will take overall spend to £17,544. Members will need to decide how to allocate the remaining £2,456.

DECISIONS REQUIRED	<ol style="list-style-type: none"> 1) For Members to agree the appropriate allocation of grants to local community and voluntary organisations from the list of applicants as set out above. 2) If the current recommended allocation is approved, for Members to decide on how the remaining £2,456.00 should be allocated.
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ITEM 9: ADOPTION OF NEW RECOMMENDED CODE OF CONDUCT FOR COUNCILLORS

The County Durham Association of Local Councils (CDALC) has recently contacted all local Parish and Town Councils in County Durham recommending the adoption of the new Code of Conduct for Members.

Members will be aware that the Local Government Association's new Model Code of Conduct was published in Dec 2020 and followed on as a recommendation of the Committee on Standards in Public Life in January 2019.

There has been a lukewarm sector response to the Model Code as many monitoring officers consider it to be less robust than current codes and with concerns whether it correctly mirrors the law with respect to councillors acting in a private capacity.

DCC has been working on its recent amended code since 2019 and has taken the view that it embraces and is even more robust than the LGA Model. CDALC has been involved in the work to create the DCC Code through representation on the DCC Standards Committee. This Code of Conduct was formally adopted by Durham County Council on 24th March 2021.

The adoption of this Model by local Parish and Town Councils is also recommended given that DCC's Monitoring Officer is responsible for dealing with complaints about Councillors and it is best to do this working with a consistent Code of Conduct for both tiers of local government.

A full copy of the new Code of Conduct Model can be found below:

CODE OF CONDUCT FOR MEMBERS

The City of Durham Parish Council Code of Conduct for Members

1. The City of Durham Parish Council ("the Council") has adopted the following code which has effect from 24 June 2021 and will be reviewed annually. The Code which sets out the conduct that is expected of elected and co-opted members of the Council when they are acting in that capacity.
2. This means the code applies whenever you:
 - (a) conduct the business of the Council (including the business of your office as an elected councillor or co-opted member); or
 - (b) act, claim to act or give the impression you are acting as a representative of the Council.
3. 'Co-opted member' means any person who is a member of any committee or working group of the Council with a right to vote but is not one of its elected members

Part 1 – General Conduct

4. Members and co-opted Members of the City of Durham Parish Council (“the Council”) are expected to undertake their duties as follows:
- 4.1 Represent the community and work constructively with employees and partner organisations to ensure the area is a safer place to live, work and visit.
- 4.2 Behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Council:
- (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material benefits for themselves, their family or friends;
 - (b) **Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
 - (c) **Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits;
 - (d) **Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
 - (e) **Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands;
 - (f) **Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
 - (g) **Leadership:** promote and support these principles by leadership and example.
- 4.3 Act in accordance with the principles in paragraph 4.2 and, in particular:

- (a) Champion the needs of residents - the whole community and all constituents, including those who did not vote for them - and put the public interest first;
- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially;
- (c) Not allow other pressures, including the financial interests of themselves or others connected to them, to deter them from pursuing the interests of the Council or the good governance of the Council in a proper manner;
- (d) Exercise independent judgement and not compromise their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a Member / Co-opted Member of the Council;
- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit;
- (f) Be accountable for decisions and cooperate when scrutinised internally and externally, including by local residents;
- (g) Contribute to making the Council's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding the Council to account but restricting access to information when the wider public interest or the law requires it;
- (h) Behave in accordance with all legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources;
- (i) Value colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government;
- (j) Always treat people with respect, including the organisations and public they engage with and work alongside;

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Members should express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

Members should treat members of the public politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members. Members equally have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, Members may stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow

Members, where appropriate action could then be taken under the Code of Conduct, and Council employees, where concerns should be raised in line with the Council's relevant protocols;

- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council;
- (l) Not disclose information given to them in confidence by anyone or information acquired, which they believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.
- (m) Not to bully or harass any person (including specifically any council employee) and you must not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of the code of conduct.

Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone.

Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

Bullying and/or harassment may take many forms, it could include but is not limited to age, disability, gender reassignment, race, religion, belief, sex and/or sexual orientation.
- (n) Not to bring the role of Member or Council into disrepute and be aware that the actions and behaviour of a Member are subject to greater scrutiny than that of ordinary members of the public;
- (o) To hold the Council and fellow Members to account and constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

4.4 It is expected that Members will at all times comply requests as part of Code of Conduct investigations and any arising outcomes. Members will not submit malicious or trivial complaints.

4.5 Where it is alleged that a Member has failed to act in accordance with the Code, a complaint will be presented to the Monitoring Officer for consideration in accordance with the Local Assessment Procedure and where necessary the Local Determination Procedure.

Part 2 - Registration of interests

Register of Interests

5.1 Members must:

- (a) register and, where appropriate, disclose those disclosable pecuniary interests that they are obliged to declare under the Localism Act and associated regulations; and
- (b) register any body of which they are a member (or in a position of general control or management) to which you were appointed or nominated by the Council; and
- (c) register details of their membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. This could arise by reason of an organisation having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. Such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and
- (d) register details of my membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.2 Registration of interests shall be completed by provision of details upon a signed prescribed form which is submitted to the Monitoring Officer at Durham County Council. Members must ensure they keep the register updated and acknowledge that its contents will be published on the Council's website and will be open to the public to inspect.

6. **Disclosable Pecuniary Interests Entered on the Register**

If Members are present at a meeting of the Council and:

- (a) they are aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; and
- (b) the interest is entered in the Council's register

they may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have such an interest; and they must leave the room where the meeting is held while any discussion and or voting takes place.

7. **Disclosable Pecuniary Interests NOT Entered on the Register**

7.1 If Members are present at a meeting of the Council and:

- (a) aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the

meeting; **and**

(b) the interest is not entered in the Council's register,

they must disclose the interest to the meeting. Furthermore, they may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and must leave the room where the meeting is held while any discussion and or voting takes place.

7.2 If an interest referred to in 5.1(a) above is not entered on the Council's register and is not the subject of a pending registration, Members must notify the Monitoring Officer at Durham County Council of the interest within 28 days of the date of the disclosure.

7.3 Members with the power to discharge a Council function acting alone will have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by them in the course of discharging that function:

(a) they may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by them);

and

(b) if the interest is not entered on the Council's register and is not the subject of a pending registration, they must notify the Council's Monitoring Officer of the interest within 28 days of becoming aware of the interest.

8. Sensitive Interests

8.1 This applies to a situation where a Member considers that the disclosure of the details of your interest – including that of your spouse or partner – could lead to you, or a person connected with you, being subject to violence or intimidation.

8.2 In such circumstances you should share your concerns with the County Council's Monitoring Officer. If the Monitoring Officer agrees with you, then the details of the interest will not be included in the Council's published Register of Interests, but the Register may state that you had registered an interest the details of which had been withheld under Section 32 of the Localism Act 2011.

8.3 If the Monitoring Officer has accepted that you have a sensitive interest under Section 32 of the Localism Act 2011, you should declare the existence of the interest at any meeting at which you are present but you need not declare the details of the interest.

8.4 If circumstances change and the information excluded from the Register on the grounds of sensitivity is no longer sensitive information, the Member must notify the Monitoring Officer within 28 days.

9. Other Relevant Interests

9.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:

(a) a decision in relation to that matter might reasonably be regarded as

affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b), 5.1(c) or 5.1(d) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the Council's administrative area; **and**

- (b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.

9.2 Members with an Other Relevant Interest as described in 9.1. above:

- (a) must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent; **and**
- (b) must not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have an Other Relevant Interest at any meeting at which they are present and will leave the room where the meeting is held while any discussion or voting takes place.

10. **Gifts and Hospitality**

10.1 Members must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which they have been offered as a member from any person or body other than the Council, whether the offer is accepted or declined.

10.2 The Monitoring Officer will place any notification received under paragraph 10.1 on a public register of gifts and hospitality.

10.3 The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality has been approved by the Council for this purpose.

DECISION REQUIRED	For Members to agree to the adoption of the new recommended Code of Conduct for Members as set out in the above report and to agree to abide by this Code of Conduct for the duration of their office as Councillors.
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