

Parish Council Allocation of Responsibilities - July 2017 v1

Prepared by Cllrs Chinnery & Sully

Task	Lead Responsibility	Support responsibility	Records and reporting	Lead
ROW Footpaths bridleways etc	Ensure actions are taken Liaise with BCC ROW team and Chiltern Society as required Support allocated tasks	Cllrs footpath allocation. Survey paths min 2x per year. Liaise with landowners as appropriate. Report defects on BCC website. Advise lead of actions	Lead to report to PC meeting and maintain records copied to clerk	Cllr Chinnery
BCC maintained roads including road surface, drainage, signs, verges and hedges	Carry out a two-monthly drive through all roads accompanied by a support councillor. Liaise with BCC Highways as appropriate	All Cllrs to report any defects noticed on BCC website and advise lead	Lead to report to PC meeting	Cllr Little
Newsletter	Collate PC information and submit articles to Newsletter	All Cllrs to advise lead of any articles. Clerk to provide data eg planning Chairman to review	None	Clerk
Allotments including non- playground assets, trees, hedges, grass and gates	Inspect and liaise with allotment holders Advise clerk of any actions / letters required Liaise with contractors.	All Cllrs to advise lead of any matters arising	Lead to report to PC meeting Inspection records to clerk. Clerk manages allotment rents.	Cllr Weir
Playground equipment (including benches)	Inspection, repair and maintenance Including liaison with inspectors, contractors etc	All councillors to advise lead of any matters arising	Lead to report to PC meeting PC inspection records to be sent to clerk for filing.	Cllr Perry
Notice Boards, Jubilee Well, road side benches, basketball stand, war memorial, and telephone boxes.	Inspection. organising maintenance and repair	All Cllrs to advise lead of any matters arising	Lead to report to PC meeting - Inspection records to clerk	Cllr Fowler
Finance	Chairman: to appoint sub group to support Clerk in preparing financial statements	Sub group – Chairman plus Cllrs Chinnery and Perry with Clerk	Sub group. to report to PC meeting. Clerk to maintain records	Cllr Sully and sub-group
HS2	Advise PC on issues and actions; liaise with CRAG etc.	Cllrs Chinnery, Fowler, Morris support as necessary	Lead to maintain records	Cllr Sully
Management of volunteer Task Force	Manage health and safety, risk assessment, Induct and register volunteers	Cllrs to brief action and location issues to volunteers on work required and monitor, record and update lead	Lead to provide and maintain records to Clerk	Cllrs Chinnery & Sully
Planning	Chairman /clerk to allocate responsible councillor. Chairman to approve response	Allocated Cllrs to review , visit, and propose response All councillors to comment	Clerk to maintain records	Cllr Sully
Devolution	Sub-group	Sub-group: Chairman plus Cllr Chinnery.	Sub group to report to PC meeting Clerk to maintain records	Cllr Sully and sub-group
LAF meetings	Lead to attend meetings	None	Lead to report to PC meeting	Cllr Little
Local Public Transport	Lead to attend relevant meetings. Keep up with local provision etc	None	Lead to report to PC meeting	Cllr Fowler
Superfast Broadband - programme	Lead to liaise with CC, Openreach, CDC et al	None	Lead to report to PC meeting	Cllr Morris
BALC	Liaise with BALC and attend meetings as appropriate	None	Leads to report to PC meeting	Cllr Sully & Clerk