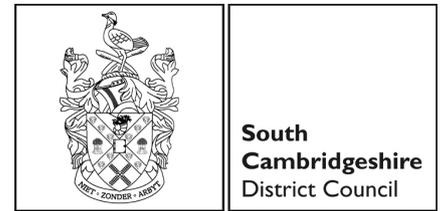


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25 February 2019

To: Chairman – Councillor Dr. Douglas de Lacey  
Vice-Chairman – Councillor Dr. Claire Daunton  
Members of the Civic Affairs Committee – Councillors Henry Batchelor,  
Dr. Martin Cahn, Nigel Cathcart, Mark Howell, Bridget Smith, Peter Topping and  
Aidan Van de Weyer

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **CIVIC AFFAIRS COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **TUESDAY, 5 MARCH 2019 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Beverly Agass**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1.</b>	<b>Apologies for Absence</b> To receive Apologies for Absence from Committee members.	
<b>2.</b>	<b>Declarations of Interest</b>	
<b>3.</b>	<b>Minutes of Previous Meeting</b> To authorise the Chairman to sign the Minutes of the meeting held on 4 December 2018 as a correct record.	<b>1 - 4</b>
<b>DECISION ITEMS</b>		
<b>4.</b>	<b>Review of the Council's Constitution</b>	<b>5 - 8</b>

**5. Community Governance Review - Stapleford Parish Council 9 - 18**

**INFORMATION ITEM**

**6. Update on Code of Conduct Complaints 19 - 20**

**STANDING ITEM**

**7. Date of Next Meeting**

To note that the next meeting will be held on Tuesday 4 June at 10am in the Swansley Room.



## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Civic Affairs Committee held on  
Tuesday, 4 December 2018 at 10.00 a.m.

PRESENT: Councillor Dr. Douglas de Lacey – Chairman  
Councillor Dr. Claire Daunton – Vice-Chairman

Councillors: Henry Batchelor Dr. Martin Cahn  
Nigel Cathcart Geoff Harvey  
Steve Hunt Peter Topping

Officers: Patrick Adams Senior Democratic Services Officer  
Gemma Barron Head of Sustainable Communities and Wellbeing  
Elizabeth Davy Project Officer  
Andrew Francis Electoral Services Manager  
Rory McKenna Deputy Head of Legal Practice  
Cecilia Murphy-Roads Project Officer

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bridget Smith and Aidan Van de Weyer.  
Councillor Steve Hunt and Councillor Geoff Harvey acted as substitutes.

### 2. DECLARATIONS OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 September 2018 were agreed as a correct record.

### 4. BARRINGTON PARISH COUNCIL - COMMUNITY GOVERNANCE REVIEW

The Development Officer presented this report, which invited the Committee to consider increasing the size of Barrington Parish Council from 9 to 13 parish councillors.

The Development Officer explained that 16 residents had responded to the consultation, with 15 in favour and only one against. The resident opposed to the increase had not given a reason. The local Member, Councillor Aidan Van de Weyer, supported the Parish Council's request for an increase.

Members of the Committee made the following points:

- It was unclear if Barrington Parish Council would be able to find an extra four residents to serve on the Parish Council.
- The expected increase in population justified the increase in the size of the Parish Council.
- This would give new residents the opportunity to stand for the Parish Council.

The Electoral Services Manager explained that the Parish was not warded to ensure that the new development would be represented. The Partnerships Manager explained that the cost of a Community Governance Review to the District Council was minimal.

A vote was taken and the Committee unanimously

**AGREED** To the request from Barrington Parish Council to increase the number of parish councillors from 9 to 13.

A vote was taken and a majority of four votes from the Committee supported option 3(c) in the report, whilst option (a), to implement the change from the next scheduled election in May 2022 received three votes and option (b), to implement any change on the 1<sup>st</sup> Thursday in May in any year earlier (to be funded by the parish council), received no votes. The Committee therefore

**AGREED** To implement any change from the next scheduled election in May 2022, or on the 1<sup>st</sup> Thursday in May in any year earlier (to be funded by the parish council) should the Parish Council nominate to do so.

## 5. MILTON PARISH COUNCIL - COMMUNITY GOVERNANCE REVIEW

The Development Officer presented this report on a request from Milton Parish Council to decrease the number of parish councillors from 15 to 12. Milton Parish Council currently had eight parish councillors, but a size of 15 parish councillors meant that they required five parish councillors to be quorate. All three local councillors had been invited to comment and Councillor Hazel Smith supported the decrease. It was noted that the National Association of Local Councils recommended a parish council size of 11 for a parish the size of Milton.

Members of the Committee made the following points:

- It was difficult to encourage people to stand to be a parish councillor if residents were relatively content.
- A relatively small parish council could be more effective in decision making than a larger parish council.

A vote was taken and the Committee unanimously

**AGREED**

**A)** To the request from Milton Parish Council to decrease the number of parish councillors from 15 to 12.

**B)** To implement any change from the next scheduled election in May 2022, or on the 1<sup>st</sup> Thursday in May in any year earlier (to be funded by the parish council) should the Parish Council nominate to do so.

## 6. STAPLEFORD PARISH COUNCIL - COMMUNITY GOVERNANCE REVIEW

The Partnerships Manager presented this report, which invited the Committee to consider the request from Stapleford Parish Council to increase the number of parish councillors from 9 to 11. It was noted that local member Councillor Nick Sample had no objection to the increase.

Member of the Committee made the following points:

- Only five parish councillors stood for election in May and there were concerns that Stapleford Parish Council would be unable to fill the vacancies.
- It was noted that one response to the consultation had suggested a merger between Stapleford and Great Shelford Parish Councils.

- The size of the electorate in Stapleford was likely to remain the same over the next few years.
- An increase in parish council size was difficult to justify.

The Deputy Head of Legal Services advised that the Committee was responsible for deciding whether it was appropriate to increase the size of Stapleford Parish Council and a proposal should not be agreed on the basis that there were no obvious reasons to reject it.

A vote was taken and with 6 votes in favour, one against and one abstention, the Committee **DEFERRED** the item.

It was suggested that parish councils should be invited to send a representative to these meetings. The Committee agreed to ask the Constitution Task and Finish Group to review the rights of members of the public to speak at meetings of this Committee.

**7. UPDATE ON CODE OF CONDUCT COMPLAINTS**

The Committee **NOTED** the report.

**8. DATE OF NEXT MEETING**

It was noted that the next meeting would take place on Tuesday 5 March at 10am in the Swansley Room.

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**The Meeting ended at 10.50 a.m.**

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# Agenda Item 4

**REPORT TO:** Civic Affairs Committee  
**LEAD OFFICER:** Monitoring Officer

5 March 2019

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## Review of the Council's Constitution

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### 1. Purpose

- 1.1 To receive an interim report from the Constitution Review Task and Finish Group on the progress with regard to the review of the Constitution.

### 2. Recommendation(s):

- 2.1. That the Civic Affairs Committee notes the interim update from the Constitution Review Task and Finish Group on progress made in reviewing the Constitution.

### 3. Background

- 3.1 The Civic Affairs Committee, at its meeting held on 26 June 2018, agreed to appoint a Task and Finish Group to undertake a comprehensive review of the Council's Constitution, including codes and protocols.
- 3.4 In setting up the Task and Finish Group, the Committee acknowledged that the Council's Constitution had not been subject to a comprehensive review for some considerable time.
- 3.5 Councillors Dr. Claire Daunton, Mark Howell and Dr. Aidan Van de Weyer were appointed to serve on the Task and Finish Group.

### 4. Considerations

- 4.1. The Constitution Task and Finish Group has appointed Councillor Dr. Claire Daunton as its Chairman.
- 4.2. At its first meeting, Members gave further consideration to the aims of its review and agreed the following remit to guide its work:-

To review the Constitution for South Cambridgeshire District Council for recommendation to the Civic Affairs Committee and full Council, having regard to:-

- (a) Statutory requirements;
- (b) The effectiveness and any particular strengths of the existing Constitution;
- (c) Innovations or best practice which can be identified from benchmarking with Constitutions of similar size authorities; and
- (d) The following key principles:-
  - (i) Simple to understand and operate, using plain English wherever possible;

- (ii) Streamlining the document and stripping out any extraneous sections which do not need to be included within the formal Constitution document;
  - (iii) Open and transparent with clarity as to who is responsible for decisions; and
  - (iv) Decisions are taken quickly and responsively with appropriate use of delegation opportunities, bureaucracy is minimised and unnecessary duplication is removed to enable business to be dealt with efficiently.
- 4.3. Whilst the initial aim was to present the recommendations to the Civic Affairs Committee in time to enable the revised Constitution to be implemented from the next Municipal Year, the Task and Finish Group has concluded that it would be inappropriate to rush the project and that a more detailed review is merited.
- 4.4. With that in mind, the Task and Finish Group has drawn up a work programme which envisages recommendations being submitted to this Committee in the summer, with the aim of seeking Council approval for the revised Constitution in the autumn.
- 4.5. The Task and Finish Group has now met on 6 occasions and to date has reviewed various Articles in the Constitution; the Council Procedure Rules; the Access to Information Rules; the Executive Procedure Rules and Codes and Protocols. Members have requested officers to undertake a more in depth review of the current public participation and petitions schemes and to report back to a future meeting of the Group.
- 4.6. Where appropriate, the Task and Finish Group is inviting interested parties to contribute to its review. For example, a member of the public who had expressed concerns about the Code of Conduct Complaints Procedure was invited to provide feedback to the Task and Finish Group. The Leader has been invited to participate in the review of the Executive parts of the Constitution and likewise, the Chairman of Scrutiny and Overview has been invited to provide feedback to the Task and Finish Group when it reviews the parts of the Constitution relating to Scrutiny at its meeting in March.

## **5. Options**

- 5.1. None

## **6. Implications**

In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### **6.1. Legal Implications**

- 6.1.1 The Council is required to prepare and keep its Constitution up to date and to make it available to the public, in accordance with Section 37 of the Local Government Act 2000. Additionally it is required by Section 38 of the Act to have regard to any guidance issued by the Secretary of State.

6.1.2 Any amendments to the Constitution are the responsibility of the Council (with the exception of the Executive Scheme of Delegation which is the responsibility of the Leader of the Council).

6.2. Resource Implications

6.2.1 There are no direct financial implications arising from this report. There are workload implications for the Deputy Head of Legal Practice and Democratic Services Team Leader.

**Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

None

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# Agenda Item 5

**REPORT TO:** Civic Affairs Committee

5 March 2019

**LEAD OFFICER:** Head of Sustainable Communities and Wellbeing

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## **Community Governance Review – Stapleford Parish Council**

### **Purpose**

1. To make a decision on whether to agree or disagree an increase in parish councillors for Stapleford Parish Council

### **Recommendations**

2. That Civic Affairs Committee could:
  - (a) Agree to the request from Stapleford Parish Council to increase of the number of parish councillors from 9 to 11
  - (b) Decide no change to the number of parish councillors from 9
  - (c) Agree to amend the number of parish councillors to an alternative number
3. If the Committee decides to change the number of parish councillors they could:
  - (a) Agree to implement any change from the next scheduled election in May 2022, or
  - (b) Agree to implement any change on the 1<sup>st</sup> Thursday in May later this year, in 2020 or 2021 (to be funded by the parish council)

### **Reasons for Recommendations**

4. Stapleford Parish Council has requested a Community Governance Review to increase its numbers from 9 to 11.

### **Background**

5. This decision has been deferred from the Civic Affairs Committee meeting of 4 December 2018.
6. On 22 August 2018 a request was received from Stapleford Parish Council to increase the number of councillors from 9 to 11. On 4 September the Committee agreed for a Community Governance Review to be conducted following this request and agreed the terms of reference and timetable for undertaking the review.
7. The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) provides for a Principal Council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make any changes to parish boundaries or size, and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes. Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided that they comply with the duties in the Act which apply to councils undertaking reviews. If, following a review, the Council decides that

changes should be made to the electoral arrangements they may make an Order giving effect to the changes.

8. Section 95 of the 2007 Act provides, among other things, that when considering the number of councillors to be elected for the parish as a whole, the authority must have regard to the number of electors for the parish, and any change in that number likely to occur in the next five years.
9. The Terms of Reference for this review were published on 31 August 2018 and submissions were invited between 12 September 2018 and 12 November 2018.
10. Civic Affairs Committee has delegated authority to make decisions on parish numbers following a Community Governance Review.

### Considerations

11. The Council must have regard to the following factors when considering the number of councillors to be elected for a parish:
  - the number of local government electors for the parish;
  - any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.
12. The current electorate for Stapleford is 1572 (Sept 2018) and the existing number of parish councillors is 9. The electorate is not forecast to significantly increase or decrease over the next five years.
13. In line with NALC's recommendations a parish the size of Stapleford would have between 8 and 9 councillors.<sup>1</sup> Whereas in line with Aston Business School recommendations Stapleford would have between 6 and 12 councillors.<sup>2</sup>
14. The number of parish councillors for each parish council cannot be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. The National Association of Local Councils (NALC) has suggested that the minimum number of councillors for up to 900 electors should be seven and the maximum 25 for electors over 23,000. Within the minimum and maximum limits, the following allocations are recommended by NALC:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21

<sup>1</sup> How to undertake a Community Governance Review (CGR), Association of Electoral Administrators, 2016, p.43, 2.72.

<sup>2</sup> How to undertake a Community Governance Review (CGR). Association of Electoral Administrators 2016. P43. 2.73

4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	over 23,000	25
9,000	16		

NALC goes on to say that this table may, however, not be appropriate in rural authorities with sparsity of population<sup>3</sup>

15. The Aston Business School conducted research that was published in 1992 which showed the then levels of representation. According to the Association of Electoral Administrators, it is likely that these levels of representation have not greatly changed in the intervening years.

<b>Electors</b>	<b>Councillors</b>
Less than 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
Over 20,000	13-31

16. The table below shows the number of parish councillor seats compared to the size of electorate, for parishes in the district, with a similar electorate size. It can be seen that several parishes in South Cambridgeshire of similar size to Stapleford have higher numbers of councillor seats than NALC's recommendations.

<b>Parish</b>	<b>Electorate (Sept 18)</b>	<b>Councillors</b>
Foxton	1018	9
Oakington & Westwick	1188	9
Haslingfield	1233	11
Balsham	1269	9
Caldecote	1296	9
Harston	1361	11
Whittlesford	1445	11
Duxford	1473	11
Meldreth	1496	9
<b>Stapleford</b>	<b>1572</b>	<b>9</b>
Orchard Park	1730	9
Comberton	1866	13
Swavesey	1900	11

<sup>3</sup> How to undertake a Community Governance Review (CGR), Association of Electoral Administrators, 2016, p.43, 2.72.

17. The current relevant Guidance was published by the DCLG in March 2010. This Guidance must be considered as a whole, but sections 153 - 157 are highlighted as being particularly relevant:

153 Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

154 In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155 The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156 In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157 Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

18. In its request to the Council, Stapleford Parish Council states that  
"The Council feels that there are unprecedented challenges on planning and infrastructure to tackle in the future. Although only 5 people stood at the recent election, after a drive by the Council, 7 applicants came forward with 5 completing the selection process. This does show that there is interest but we need to capitalise and meet the future. Council is of the opinion that this can only be realised by a larger number of members because of several facets:

- The parish has grown in size raising overall demands
- The work for the volunteers who are councillors has increased over the last decade and it needs additional councillors to offset and share this work

- Councillors receive no remuneration and so it is not fair to ask them to put in any more free time but for it to be shared; SPC meets monthly showing how seriously it views its accountability to the electorate
- The demands on a PC are such as a myriad of skill sets are required and this means more people - financial acumen, leadership skills, planning awareness, legal knowledge
- The council has a vision for the future and needs the people to manage it - S106 developments, additional physical resources for cultural pursuits
- There are so many consultation groups that we need councillors to attend them as the debates have impacts on the village infrastructure;
- The work on our neighbourhood plan and the impact means that we need more councillors to support the electorate and the community.
- Having 11 councillors will facilitate a better approach to governance and decision making through committee work.

19. Should members decide to change the number of parish councillors they will then need to determine when the change takes effect. One option would be to allow the Parish Council to decide whether to hold an election earlier than May 2022. If members choose this option the Parish Council would need to inform the District Council before 31 January 2019 to allow time to make the Order. If the Parish Council fail to respond by that date officers are recommending that the default date will be May 2022 as recommended in the guidance. If elections take place before May 2021 then sitting councillors' term of office will be cut and all councillors elected on that date will serve a shortened term to bring the parish elections back into schedule alongside District Council elections in 2022. If elections are held in May 2021 then the first term of office could be extended to bring Parish elections back in line in May 2026. As stated above the current relevant Guidance was published by the DCLG in March 2010. This Guidance must be considered as a whole, but sections 149 - 152 are highlighted as being particularly relevant to any decision:

149 Ordinary parish elections are held once every four years with all councillors being elected at the same time. The standard parish electoral cycle is for elections in 2011, 2015 and every four years after 2015, but parish elections may be held in other years so that they can coincide with elections in associated district or London borough wards or county divisions and share costs. For example, all London borough ward elections take place in 2010, 2014 and so on. We would therefore expect parish elections in London to take place in these years.

150 New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections. They can come into force sooner only if the terms of office of sitting parish councillors are cut so that earlier parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.

151 For example, a parish that had elections in 2007 could wait until its next scheduled elections in 2011 for new parish wards to come into force. Alternatively, the new parish wards could have come into force at elections in 2009 if the terms of office of the councillors elected in 2007 were cut to two years. If the elections in 2009 were for two-year terms of office then the parish council could return to its normal electoral cycle in 2011.

152 Alternatively, if new or revised parish electoral arrangements are to be implemented in the third year of sitting councillors' term of office, provision can be made to cut short the term of office of existing councillors to three years. Elections could then take place with all councillors serving a five-year term of office, enabling the parish to return to its normal year of election.

20. The previous included an option to the committee, should they decide to change the number of parish councillors, to allow the parish council to choose the date for implementation of changes. This option has been removed because of the need to avoid further delay were an election to be held in 2019 given the shortage of time between the Civic Affairs committee and the date on which nominations would need to open.
21. The clerk of Stapleford parish council has indicated that the parish council has discussed implementation date, and should the committee agree an increase in parish councillors their preference would be for implementation in the current year, ie on 2 May 2019.

### **Consultation Responses**

22. The consultation was open for submissions for a period of two months (closed on the 12 November 2018). Ten responses were received in total, all online. The responses have been anonymised and are attached to this report as Appendix A. The relevant District Councillors were also invited to comment and one response was received which has been included in the total at Appendix A.

### **Options**

23. The Committee could:
  - a. Agree to the request from Stapleford Parish Council to increase of the number of parish councillors from 9 to 11.
  - b. Decide no change to the number of parish councillors from 9.
  - c. Agree to amend the number of parish councillors to an alternative number.
24. If the Committee decides to change the number of Parish Councillors they could:
  - (a) Agree to implement any change from the next scheduled election in May 2022, or
  - (b) Agree to implement any change on the 1<sup>st</sup> Thursday in May in any year earlier (to be funded by the parish council).

### **Implications**

25. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### **Legal**

26. The terms of reference for a Community Governance Review of the parish of Stapleford considered the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, published in 2010, which reflects Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of

Communities and Local Government and the Local Government Boundary Commission for England in March 2010, and the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.)

### **Consultation responses**

23. As detailed in Section 19 and Appendix A of this report.

### **Effect on Strategic Aims**

24. Appropriate community governance arrangements will help the Council to sustain existing successful, vibrant villages; helping to achieve our vision to deliver superb quality of life for our residents, and remain the best place to live, work, and study in the country.

### **Background Papers**

Report to Civic Affairs Committee, 4 December 2018

<http://scams.moderngov.co.uk/documents/g7278/Public%20reports%20pack%20Tuesday%2004-Dec-2018%2010.00%20Civic%20Affairs%20Committee.pdf?T=10>

Report to Civic Affairs Committee, 4 September 2018

<http://scams.moderngov.co.uk/documents/g7277/Public%20reports%20pack%20Tuesday%2004-Sep-2018%2010.00%20Civic%20Affairs%20Committee.pdf?T=10>

Terms of Reference for Stapleford Community Governance Review

<http://www.scams.gov.uk/media/12155/community-gov-review-stapleford-terms-of-ref.pdf>

**Report Author:** Siobhan Mellon – Development Officer  
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## Community Governance Review Stapleford – Appendix A

**Question: Do you think the number of Stapleford Parish Councillors should increase from 9 to 11?**

Reference	Postcode	Response	Comments
FDGQWGDZ	CB22 ...	YES	I agree that the number of Councillors should be increased, but have three conditions: <ul style="list-style-type: none"> <li>• The 'gene pool' of members of the parish council is increased</li> <li>• The transparency and accountability of the actions of the council is improved</li> <li>• The parish council agrees to follow best practice in governance arrangements as agreed by the majority of other councils</li> </ul>
HKTBCJMT	CB22 ...	YES	The current chair has been in post too long, and his manner is a major factor putting off others to come forward to serve. He should stand down.
HNDZFVTS	CB22 ...	NO	Stapleford Parish Council has struggled to find 9 councillors over the years and indeed following the last elections the spouses of two members were co-opted to make up the numbers. The Parish Council is, sadly, a club that nobody wants to join. It is unrepresentative of the village as a whole, being predominantly elderly (and I write as someone in their 60s), and also very conservative (with a small c). A sensible route would seem to be a merger with Great Shelford – at least two Stapleford councillors are also members of Great Shelford PC. Stapleford is contiguous with Great Shelford and it is where we go to the GP, library, for shopping, cafes, recreation ground, railway station and many social events. It is one geographical entity. Having two parish councils represents a waste of time and money in my view. We need to move on.
JXGTKQVW	CB22 ...	YES	The workload is too heavy for 9 councillors. We have had some difficulty recruiting; if people knew the responsibilities would be shared

## Community Governance Review Stapleford – Appendix A

**Question: Do you think the number of Stapleford Parish Councillors should increase from 9 to 11?**

			more widely they might be more willing to stand.
LTMXWPNG	CB22 ...	YES	None
MBKPVSQJ	CB22 ...	YES	None
TPSNBTTD	CB22 ...	YES	None
VLJMZNXF	CB22 ...	YES	None
WRKMDZJT	CB22 ...	YES	None
WWLRNRBM	CB22 ...	YES	None
District Councillor response received via email from Cllr Nick Sample		YES	I see this as essentially an organisational issue for Stapleford PC. I have no problem with the proposed increase in numbers from 9 to 11.

# Agenda Item 6



South  
Cambridgeshire  
District Council

**Report To:** Civic Affairs Committee  
**Lead Officer:** Monitoring Officer

5<sup>th</sup> March 2019

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## Update on Code of Conduct complaints

### Purpose

1. To update the Civic Affairs Committee on complaints cases regarding alleged breaches of the Code of Conduct.

### Recommendations

2. That the Civic Affairs Committee **note** the progress of any outstanding complaints and the conclusion of cases resolved since the last meeting.

### Considerations

3. Progress since the last meeting in relation to Code of Conduct complaints is set out in the below table:

<b>Matter Number</b>	<b>District/Parish Council</b>	<b>Allegation/complaint</b>	<b>Outcome</b>
15157	SCDC	Allegations from the complainant that a member made public comments that he found offensive and against the council's equality policies.	No breach of the code therefore it does not merit formal investigation.
15460	Waterbeach Parish Council	Allegations from the complainant that members made comments at a committee meeting about district and county councillors that he felt breached the following parts of the code;  "You must  3.1 provide leadership to the authority and communities within its area, by personal example and  3.2 respect others .....	Matter On-going

15600	SCDC	<p>Allegations from the complainant that a member made comments on twitter about another member that he felt breached the following parts of the code;</p> <p>“You must</p> <p>3.1 provide leadership to the authority and communities within its area, by personal example and</p> <p>3.2 respect others .....</p>	Matter On-going
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### Implications

4. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

### Background Papers

#### CONSTITUTION – CODE OF CONDUCT/Code of Conduct Complaints Procedure

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