

UFFINGTON PARISH COUNCIL – COUNCILLOR RESPONSIBILITIES 2024-2025

See last page for short version for website

Key:

Mike	Mike Oldnall
Simon	Simon Jenkins
Fenella	Fenella Oberman
Kat	Kat Foxhall
Nigel	Nigel Puddicombe
Richard	Richard Charles
Dave	Dave Garwood
Clerk	David Hatton

Last updated: 10 June 2024

	Key Tasks and responsibilities	Who (Responsible)		Clerk	Comments
		Generic	Current	Input/Support	
External					(Services Offered' from website and 'visible' to public was starting point for these)
Planning applications	Consultation with applicants Draft PC responses to applications	Chair	Simon	Secretary Submission	All councillors input comments via council meetings or Planning Committee meetings
Jubilee Field (See Jubilee Field Trust below)	Monitor play equipment (monthly inspections) Maintain play equipment	Member X 2	Fenella and David		Includes MUGA Fenella completes monthly inspection. Others support with maintenance and Spring/Autumn tidy

	Key Tasks and responsibilities	Who (Responsible)		Clerk	Comments
		Generic	Current	Input/Support	
	Monitor and maintain seating	Member	Fenella and David		Trees: All trees owned by PC – including Craven Common and Burial Ground.
	Monitor and maintain trees (and others in village)	Member	Simon		
	Monitor and maintain pond	Member	Simon		
	Organise spring and autumn Field tidies	Member	Fenella and David		
	Manage Projects	Member(s)			As for other projects (see below)
Old Schoolroom	Overall responsibility	Chair	Simon		Member should ideally be a UMT Trustee. Various checks to complement those done by curator As for other projects (see below)
	PC matters (as owner)	Member	Richard		
	Manage projects	Member			
Annual Assembly	Organise and report to village	Chair	Simon	Book Hall etc No minutes required	Village event but organised by Council Council annual report presented Outline of objectives for the coming year
Village Appearance	Monitor need	Chair	Simon		Generally coordinated by Chair through PC meetings with input from all councillors Trees surveyed quinquennially PROW – Advice from Dave Cavanagh Reporting via FixMyStreet 'Member' may vary for each area Potential use of volunteers to assist in all areas
	Identify tasks	Volunteer(s)			
	Implement tasks				
	Liaison with 'Barmy Army'		Simon		
	Trees and pond	Member	Simon		
	Footpaths / Bridleways	Member	Simon		
	Roads (visibility/verges/hedge)	Member(s)	All		
	Hedges and ditches– Jubilee Field	Member	Simon/Fenella		
Vale Deep Clean/litter pick	Member	Mike			
Speeding	Vehicle Activated Signs (VAS) x 2	Member	Mike	Maintenance	Signs provided by OCC/Highways. PC responsible for maintenance/replacement, location change, battery charging, data
	Speed Indicating Device (SID)	Member	Simon	Maintenance	Sign provided by CPF.
	Speedwatch	Member/Volunteer	Simon	Maintenance	Gun and signs bought by CPF

	Key Tasks and responsibilities	Who (Responsible)		Clerk	Comments
		Generic	Current	Input/Support	
			Trained volunteers		Speedwatch team coordinated by PC member Sessions set up as required.
Flooding	Monitor water courses Coordinate any action Necessary Maintain Flooding 'Diary'	Member(s)	Simon Mike	 Update diary	Combined with Village Upkeep Diary on website records actual incidents Photos from any source
Allotments	Maintain register and collect fees Council representative Chair Allotment Society	Clerk Member	David Nigel Barry Godsell*	Administrator & Treasurer	Vice Chair of Uffington Allotments Society (needs to be a PC Allotment holder if possible).
Burial Ground	Responsible Officer Client Liaison Maintain ground Empty brown bin	Member Clerk / RFO	Fenella David Simon	Responsible Officer Maintain register and location plan & Collect Fees	Responsible officer is a legal requirement. Mowing by Sports Club Maintenance via volunteer working party and Village Upkeep route if necessary. Move bin to collection point
War Memorial (Churchyard) and Wellington Bomber Memorial	Maintain	Member	Fenella		NB: Vicar / PCC interest Bomber memorial maintained by owner of Broadway Farm (Tim Parrott)
Saunders Foundation (Thomas Saunders Trust)	Approve Members	Council	Rev J Goulston* Joe Trichler*, Maxine Parsons* Brona Jones* Gemma Roche*		External org but Council approves members at AGM Charity Number 309207
UBW Minibus	Management Liaison and point of contact	 Member	John Hatcher* / Gillian Ward * Richard		This is not a council-run operation but the PC is an interested party.

Internal					
Parish Council Meetings	Agree Meeting Agenda Chair meetings Review minutes/notes Line manager of clerk	Chair	Simon	Clerk	Chair is appointed by members at AGM Clerk to draft agenda and minutes Includes monthly meetings, Annual Assembly and AGM

	Deputise for Chair in absence	Member	Mike		Vice-chair is appointed by members at AGM
Finance Checks	Internal finance checks	Member	Mike	RFO (Clerk)	Appointed by members at AGM (Checks simplified by use of Alpha accounts package, mainly bank balance checks)
Members	Prepare for meetings Attend meetings Contribute to meetings	Members	All		
Jubilee Field Trust	Chair Trust AGM Review minutes Lead on item in PC agenda	Member	Fenella	Clerk	Trustee (PC) has delegated management to the PC. JFT AGM normally follows Council AGM.
Uffington Museum Trust (UMT)	Chair meetings Agree Meeting Agenda Review minutes Oversee of the day-to-day running of TBSM Trustees: PC members Trustees: Non-PC Members	Member of UMT 4 x Members (Appointed at PC AGM) Friends/others Curator Museum Mentor	Karen Pilcher* Kat Richard Fenella Nigel Karen Pilcher Sarah Mennary	Treasurer	Chair is appointed at UMT AGM Note: not necessarily a councillor PC Clerk Treasurer when trained on Alpha accounts package PC Clerk to draft agenda and minutes Richard link to PC Minimum of 4 PC members Karen Pilcher UMT Chair [TBC] UMT Vice Chair Up to 3 others comprise Trust with the 4 PC members Curator appointed by the UMT
Projects	Identify/confirm requirement Propose & cost options Obtain funding Liaison with Suppliers Manage delivery	Member(s)	Various Appointed project manager / Clerk	Liaison with VWHDC and other sources over finance Quotes and place orders	Projects approved by Council Funding routes vary by project Clerk involved especially with S106 and CIL bids
Village Hall liaison	Represent PC at THMH Meetings Report back to PC meeting	Member	Fenella		
Neighbourhood Plan	Attend ONPA meetings Revise/review	Member(s)	Mike, Dave		Uses remaining NP funding for membership Quinquennial review due by 2025
Asset checks	Carry out inspection and record findings	Member	Simon	Clerk	Includes defibrillators (see below) Clerk to diarise and remind / notify a member and include on agenda quarterly

Defibrillators	Overall coordination Monitor & Maintain Submit returns Liaise over training Liaise with supplier	Member Baulking POC Woolstone POC	Dave Tori Russ* Sarah Johnson (Clerk) *		Presence and serviceability monitored as part of quarterly asset check. Training - Liaise with and support Tori Russ. Contact with Cardiac Science and SCAS as required.
Communications/Publicity	Coordinate publicity	Chair	Simon		Currently 'coordinated' by Chair via PC meetings. Draft Council input to each edition. Editor: Giles Dawson Coordinate Distribution – James Whishaw Adverts repeated in the Courier
	PC input to Courier	Chair	Simon		
	Courier Production	Vice chair & Editor	Mike / Giles		
	Courier Adverts	Clerk	David	Inc payments	
	Courier Distribution	Member	James Whishaw *		
	Village Email	Member	Simon		
	Produce maintain and distribute Welcome Note	Member	Fenella		
	Submission to external publications	Members (ad hoc)	All		
	Submissions to social media (Facebook etc)	Member	Dave		
	Website: Overall responsibility	Chair	Simon	Non-Council material PC material and Advertisements	
	Day to day	Clerk	David		
Land/legal matters	Maintain trust deeds, Land Registry deeds etc Old Schoolroom Jubilee Field Other PC Land THMH Village Shop War Memorial	Clerk			What and when – to go to Oxfordshire Records Office. (Currently held by Simon/Museum) To be weeded and included in Document Retention policy – to be re-drafted in 2024
Climate change and sustainability	Draft responses to relevant consultations etc Input to Neighbourhood Plan	Member	Kat		Heading may not be best but matches
External Liaison	Attendance various meetings OCC VWHDC Other local parishes NAG OALC	Chair Member(s) Volunteer(s) NAG – Chair	Simon Simon Mike		Only Chair and Clerk authorised Normally Chair but another member if interested/SME and authorised Vale meetings Oxfordshire Together Consultations

	ONPA Parish Council chairs OCC PTR		Mike/Dave Simon John Hatcher*		Occasional meetings with Chair Via Fawler rep (Dave White*). Minibus separate but related
Neighbourhood Watch	Distribute Information	Member	Simon		Same person as weekly emails Simon receives the NW e-mails and distributes relevant warnings via the weekly news email
Policies, Regulations, Risk and Asset registers	Draft, Maintain and Review	Overall responsibility: Chair Day to day: Clerk	Simon David	Chair / Vice Chair	New drafted in conjunction with Chairman and Vice Chairman Maintenance and review by the Clerk
Emergency Plan	Maintain Plan	Chair	Simon		
IT Management	Oversight of IT	Member(s)	Mike, Dave	Clerk to maintain information	Selection of IT systems including: <ul style="list-style-type: none"> • Clerk's laptop • Office software • Accounting software. • System(s) and processes to support information management, communication and security policies

Uffington Parish Council Councillor Responsibilities 2024-25 (Website Version)

Responsibility	Council Rep – 2024-2025
Allotments	Barry Godsell*, Nigel Puddicombe, Clerk
Burial Ground Liaison	Fenella Oberman
Data Protection	Clerk, with Mike Oldnall
Councillor with Responsibility for Finance	Mike Oldnall
Defibrillators	Dave Garwood
Footpaths and PROW adviser	Dave Cavanagh* – contact through the Parish Council
Jubilee Field and Trust including playgrounds	Fenella Oberman
Neighbourhood Action Group (Police liaison)	Simon Jenkins
Neighbourhood Planning	Mike Oldnall, Dave Garwood
Planning Applications (General) / Local Plan	Simon Jenkins, with all Cllrs informed
Saunders Foundation (Thomas Saunders Trust)	Rev J Goulston*, Joe Trichler*, Maxine Parsons*, Brona Jones*, Gemma Roche*
THMH liaison and Management Committee	Fenella Oberman
Uffington Museum Trustees	Karen Pilcher* (Chair), TBC (Vice Chair), Kat Foxhall, Fenella Oberman, Richard Charles, Nigel Puddicombe,
Village Upkeep including Pond and Trees	Simon Jenkins
Village Trail	Karen Pilcher*
Village News Email	Simon Jenkins
Website and Facebook	Clerk (Council matters) and Mike Oldnall (general Information)
Courier	Giles Dawson* (Editor), James Whishaw* (Deliveries)

* Non-councillors