NEWTON ST CYRES PARISH COUNCIL

Draft COUNCILLORS' AREAS OF RESPONSIBILITY 2018/19

Item / Area	Requirement	Frequency	Councillor responsible
A377	Monitor overall traffic strategy	Ongoing	**Cllr G Barnell**
Allotments	Check for untidy tenants. Check conforms with Agreement Check for any work to be done by the Council	Monthly	**Cllr G Barnell**
Arboretum Management Group	To attend meetings and report back to P C	As required	**Cllr A Reeves**
Boniface Trail	Attend meetings to further the aim of a Crediton to Exeter all purpose cycle trail	Ongoing	**Cllr S Parker**
Bus Shelters (5) - Village (2) - School (2) - Half Moon (1)	Check for damage and cleanliness	Every 6 months	Village 2 **Cllr P Taylor** School 2 **Cllr S Parker** Half Moon **Cllr D Baker**
Churchyard	Monitor and set up new churchyard	Ongoing	**Cllr D Baker**
Cllrs Reference Pack	To update as required	Annually May/June	**Clerk**
Community Engagement Officer	To ensure the Council are meeting the commitments under the Community Engagement Policy	Ongoing	**Chairman**
Creedy Local Action Group	To attend meetings and report back to P C	As required	**Cllr G Barnell**
Community Speed Watch Scheme	To report to Parish Council as and when required	Ongoing	**Cllr S Parker**
Development Group	To produce a strategic long-term plan for NSC in conjunction with DCC & MDDC and to make sure it is implemented and updated.	Ongoing	**Cllr D Baker** **Cllr P Taylor** **Cllr G Quicke** **Cllr A Reeves**
Flood & Emergency Plan Integration Officer	To liaise with Flood Group and to ensure that the Parish has an integrated Flood and Emergency Plan	Ongoing	**Cllr A Reeves**
Footpaths & Bridleways	Regularly check footpaths & bridleways. Liaise with DCC Check & liaise with Dr J Quicke re Permissive Footpaths Bring any proposals for	Monthly Monthly	**Cllr S Parker**

	improvements to Parish Council for approval		
Highways and Station	To liaise with DCC on issues raised by the Parish Council and parishioners and report on Station matters	Monthly	**Cllr C Southcott**
Links with the School	To make contact with the School and to ensure a good working relationship between the School and the Parish. Report back to the Parish Council	Ongoing	**Cllr A Reeves**
Litter Collection	To co-ordinate litter pickers and report to Parish Council as and when required	Ongoing	**Cllr G Barnell**
Neighbourhood Watch Officer	To co-ordinate Neighbourhood Watch	Ongoing	**Cllr J Enright**
New School path	Liaise and monitor progress	Ongoing	**Cllr D Baker**
Nextdoor	On-line communications for NSC parish	Ongoing	**Cllr S Parker**
Notice Boards (7) - Langford - Half Moon - Sand Down Lane - Village - Station - Smallbrook - Tytheing Close	Tidy up & check for out of date notices, remove (including drawing pins) Report damage	Monthly	Langford **Cllr J Enright** Half Moon **Cllr D Baker** Sand Down Lane **Cllr S Parker** Village **Cllr D Baker** Station **Cllr C Southcott** Smallbrook **Cllr G Barnell** Tytheing Close **Cllr S Parker**
Old School Site	Monitor progress and liaise	Ongoing	**Cllr G Barnell**
Parish Council Archives	To ensure safe keeping of archives material and to ensure appropriately catalogued.	Annually	**Parish Clerk**
Parish Council Surgeries	To attend Parish Surgeries and ensure Parish Clerk adds any items to the agenda	Monthly	**All Cllrs by rotation**
Parish Hall	To attend Parish Hall meetings and report back to Parish Council	As required	**Cllr G Quicke**
Policy Statements	Prepare as required	Review annually	**Chairman** **Parish Clerk**
Press Officer	To report to the press on decisions taken by the Parish Council. Quarterly newsletters and Annual report	Ongoing Monthly	**Cllr J Baker**

Pump in Pump Street	Clean, check flowers etc.	Every 6 months	**Cllr S Parker**
Quality Council	To keep up to date and inform Parish Council of any developments	Ongoing	**Cllr D Baker**
Raddon Hills Group of Councils	To attend meetings and report back. To raise issues as agreed by Parish Council	As required	**Cllr D Baker** **Cllr S Parker** **Cllr J Baker**
Recreation Ground Club	To attend meetings and report back to Parish Council as required	As required	**Cllr C Southcott**
Risk Assessment	Undertake Risk assessment of all Council property etc.	Annually - August	**Cllr G Quicke** **Cllr A Reeves**
Seats - Village Green (2) - Court Orchard (2) - School Hill (1)	Check clean & report damage	Every 6 months	**Cllr D Baker**
Snow Warden Coordinator	To co-ordinate Snow Wardens	Ongoing	**Cllr A Reeves**
Telephone Boxes	Tidy as necessary	Ongoing	**<u>Beer Engine Box</u>** **Cllr C Southcott** **<u>Crown & Sceptre Box</u>** **Delegated to Tim Sedgwick (books)** **Geoff Jackson (defibrillator)**
Training Officer	To ensure Cllrs and Clerk meet the requirements of the Training Policy	Ongoing	**Cllr P Taylor**
Village Flowers	Plant flower boxes for Pump Street and around Pump	May/June	**Cllr J Baker** **Cllr D Baker**
Village Car Park	To attend Liaison Meetings and report back to Parish Council	6 monthly	**Cllr D Baker** **Cllr J Enright**
Village Green	Check for litter and grass cutting & check trees	Monthly	**Cllr S Parker**
Website and Facebook page	Check information is up to date and amend as required. Ensure Council info is up to date and amend accordingly	As required	**Parish Clerk**