

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the First and Annual Meeting of the Parish Council will be held on Tuesday 17 May 2022 at the Cabin at St Mary's at 7.00 pm

The Public and Press are cordially invited to be present. The order of business may be varied.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 11/05/22

AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
 2. To elect a Vice-Chairman
 3. Delivery by councillors of their declarations of acceptance of office
 4. To approve the minutes of the last meeting
 5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
 6. Review of delegation arrangements to committees, working groups, employees and other local authorities
 7. Review of the terms of references for committees and working groups
 8. Receipt of nominations to existing committees and working groups
 9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
 10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
 - 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form
 11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
 12. Review of representation on or work with external bodies and arrangements for reporting back
 13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
 14. Review of inventory of land and assets
 15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
 16. Review of the Council's and/or employees' memberships of other bodies
 17. Review of the Council's complaints procedure
 18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 19. Review of the Council's policy for dealing with the press/media
 20. Review of the Council's employment policies and procedures
 21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
 22. Setting the dates, times and place of ordinary meetings of the full Council
 23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
 24. Review of banking arrangements and appointment of any bank signatories
 25. Member training arrangements
- Open Public Session including reports from the County & District Councillors**
26. To approve apologies for absence
 27. Declaration of interests
 - 27.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 27.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
 28. To approve the minutes of the last meeting

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

- 29. Matters arising and carried forward from the last or previous meetings for discussion/decision**
- 29.1 (5.5) RoSPA reports – to appoint someone to review the reports and make recommendations
- 29.2 (7.3) To consider the location for the Jubilee notice board^(AG)
- 29.3 (7.9) Proposal that the Parish Council considers a grant application from The Cabin at St Mary’s/St Mary’s Church for funds to extend the patio area to the west of The Cabin
- 30. To consider any resolutions from the Annual Parish Meeting**
- 31. Finance, risk assessment and procedural matters**
- 31.1 To consider any quotes for urgent work required because of risk and the Clerk’s use of delegated powers
- 31.2 To receive play areas and skate park inspection reports
- 31.3 To receive the financial report and approve the payment of bills
- 32. To consider any planning applications and decision notices and tree works applications ***
- 32.1 Planning applications
- 32.1.1 21/01832/CONDM – Land south of 279 St Neots Road – Submission of details required by condition 3 (Surface water drainage scheme) of permission 21/01832/FUL
- 32.1.2 22/01640/HFUL 37 Cambridge Rd – single storey rear extension, alteration to front element’s roof pitch, external insulation, render finish, replacement fenestration, installation of solar panels and extension to existing dropped kerb
- 32.2 SCDC and appeal decision notices - to note
- 32.3 Tree works applications
- 33. Members reports and items for information only unless otherwise stated**
- 33.1 New Housing Developments and Planning Obligations^(SR,)
- 33.2 Proposal that the Council consider the offer from Hill to transfer Capstone Fields Phase 2 Open Space^(AG)
- 34. To consider any correspondence / communications received**
- 34.1 CCC – No Mow May
- 34.2 CCC – Transport Strategy Stakeholder Engagement Survey 2022
- 34.3 Greater Cambridge Partnership – Cambourne to Cambridge Better Public Transport and Active Travel – request to attend meeting
- 35. Closure of meeting and items for the next agenda**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

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CLERK REPORT TO FIRST AND ANNUAL HARDWICK PARISH COUNCIL MEETING ON 17 MAY 2022

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office in front of the Clerk.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office. The declaration must be made in the presence of the Council's proper officer and delivered to the Council at the first and annual meeting. If you cannot do so, you should tell the Clerk, as the Council can then consider if it agrees at this meeting if you can sign it at or before a subsequent meeting.. Re-elected councillors have to sign again, as their term of office also ends four days after the elections. If you do not sign your declaration and if the Council does not make alternative arrangements for its signing you will cease office.

The Chairman has to sign a declaration of acceptance of office every year after the annual election of Chairman.

All members are required to complete a new Register of Members' Interests form within 28 days of taking office i.e. 28 days from 9 May 2022. Forms will be brought to the meeting. These should be returned to the Clerk who after publishing it on the Council's website will forward it to the Monitoring Officer at the District Council.

1. To elect a Chairman and to receive the declaration of acceptance of office
The Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.
2. To elect a Vice-Chairman
Again, please propose and second and vote on the nomination.
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting on 26 April 2022 – attached.
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
Standing orders state
“Canvassing of and recommendations by councillors
a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.”
7. Review of the terms of references for committees and working groups
The Parish Council does not currently have any committees.
The Clerk advises:

In addition to the full Parish Council meeting, a parish council can delegate some of its statutory functions (responsibilities assigned to a parish council in legislation) to Committees, Working Groups (undertaking a focussed activity), or “Task and Finish” Groups (set-up to focus on delivering a specific task within a given timeframe).

The key differences are that:

- A committee will usually only comprise members of the council, whilst a Working or “Task and Finish” Group can include other individuals.
- Any committee must hold regular open sessions, at which members of the public can speak. They must have agendas, minutes and meet in public.
- Unlike Committees, Working Groups cannot have delegated responsibilities and do not have to be open to the public, however, they do have to abide by certain Parish Council Policies. Their reports and recommendations will be made to the Main Council. The Full Council will make the decisions.

Terms of Reference for Committees

- The Councillors on Committees are allowed to make decisions, within the constraints of their delegated powers - assigned by the full council. A Committee cannot assign itself powers - the Council determines its Terms of Reference
- Only Councillors are allowed to vote
- Committees are required to publish the agenda, minutes and supporting documents for their meetings

Terms of Reference for Working Groups

- The Council can form a Working Group to carry out specific tasks on any matter that falls within its powers.
- Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Working Group and ratified at the next Full Council Meeting following the Working Party being established.
- Members of the working party will be appointed by the Parish Council and will consist of a minimum of 2 members of the council unless otherwise specified.
- With the authority of the Full Council the working group can co-opt members of the public who have specific knowledge / expertise / interest on the subject to assist the Working Group.
- The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council.
- The Annual Meeting of the Council can re-confirm the working group’s membership and terms of reference or appoint other elected members to serve for the forthcoming year.
- A convenor will be appointed for the working group by the Parish Council.
- Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working groups will be subject to approval by the Full Council.
- The working group will arrange its own meetings and schedule of work at its inaugural meeting.
- The convenor of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.
- A Working Party does not need to meet in public although the Code of Conduct still applies to any councillor or co-opted non-Cllr member of the working party.
- Formal agendas and Minutes are not required.
- The Convenor of the working group shall report formally to each meeting of the Council. This report shall be taken as read by the Council and not discussed at length.
- The Convenor shall advise the Clerk of any proposals for the agenda.

Terms of Reference for “Task and Finish” Groups

- A “Task and Finish” Group is a time limited group set up with the aim of a delivering a specified objective.
- When setting up a “Task and Finish” Group, The Council will decide on the number of members..
- Groups typically contain both Councillors and residents, to facilitate input from the wider community - all will have the same voting rights.
- “Task and Finish” Groups are not allowed to make decisions on behalf of the Council - they should report to the Council with their findings and recommendations, and it is for the Council to take the decisions.

The Council may amend the above as it sees fit.

8. Receipt of nominations to existing committees and working groups

The Clerk advises that working groups should not consist of a majority of members.

The working groups and individual member responsibilities that were in existence previously:-

Highways and Road Safety Working Group –

Terms of reference

Scope

All issues impacting on Hardwick CP Rights of Way and Highways (Public Transport, Road, Cycling and Pedestrians) and Road Safety

To pursue day to day activities in-Scope and to bring issues to Parish Council that require debate and Resolution

Issues include

All Highways Improvements (roads, cycle paths and Footpaths including Lighting)

Highways issues presented by New Developments and impacting on Hardwick

Management of MVAS display data including reporting to Highways per HPC MoU with Highways
Continuous review and update of issues raised in the Document, “Protecting our Village: Traffic Calming in Hardwick” initially presented to HPC by Pauline at the September 2018 PC meeting and reviewed by County Highways.

Liaison on Issues with Stakeholders

Provision of timely, monthly content for dissemination by Communications Working Group

Stakeholders include

Residents, Village Groups, County Highways, South Cambridge District Council, Local Parish Councils, The Coalition of Parish Councils, Local Liaison Forum, Police Community Speed Watch and elected representatives.

Communications Working Group including Facebook and liaison with village groups and organisations

Terms of reference:

Review the means of internal and external communication, and see if there are ways these could be improved, or done more efficiently

Look at the information being shared out to the public and fill the gaps for anything missing, or which could be added, or could be formulated in better ways.

Research and investigate other modes of communication which would benefit the community – this might involve:

- Hearing about experiences from others
- Encouraging potential new ideas
- Finding out how other Parish Councils communicate and engage

Look into ways to improve engagement from the HPC to the village and vice versa

Instigate ways to get villagers interested in joining/working closely with the HPC

Work closely with the “Webmaster” to help improve the quality of the information from the HPC.

Review the data protection/security aspects of communication channels/data sharing and ensure it’s all being done properly

The Working Group will report back to the HPC regularly, if/when there are recommendations to be made with respect to the above points. The WG would most likely also be liaising closely with the Councillors, and the Parish Clerk, for helping gather more information about matters concerning the above points.

Planning Working Group –

Tree Working Group –

Play area inspections – St Mary’s play area; Worcester Avenue, Grenadier Walk; Skate Park and Egremont Road play area -

Notice boards –

Website liaison and Webmaster –

Emergency Plan –

Fact finding in preparation for meetings – the Chairman.

Volunteer Maintenance Group –

Tree Planting –

9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.

10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies

The Clerk advises that the Council should not stray too far from the model policies in particular Standing Orders and Financial Regulations as these have been recommended by NALC to protect parish councils and assist them staying within the law.

The Clerk requests that the Council reinstates the clauses in the standing order 9 Motions for a meeting that require written notice to be given to the Proper Officer to prevent re-visitation of decisions and improper proposals.

- a “No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- b The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- d If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- e The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.”

10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form

SCDC has written as follows:

“I last wrote to you on the 30th September 2021 to tell you that the District Council had agreed to adopt the Local Government Association Model Code of Conduct and Guidance to take effect from May 2022.

As I explained, the adoption of a Code is of course a matter for each Parish/Town council, and for those of you who have adopted the new LGA model code, I attach a revised Register of Interests form which is to be used. For such Town/Parishes Councils, all Parish Councillors, whether newly elected or re-elected need to complete this form entitled “LGA Model Register of Parish Members Financial and other Interests form”.

The new 2022 form has slightly different wording in Part 2 to reflect Other Registerable Interests (ORIs) and that these ORIs do not have to be registered for a spouse/civil partner. Therefore the guidance notes section for the 2022 form has also been changed.

If your Town/Parish Council has not adopted the new code, then you can continue to use the existing form which I also attach for your easy reference, entitled “Non LGA Model Register of Parish Members Financial and other Interests form”. Any newly elected Town/Parish Councillors should complete this form; any re-elected Parish Councillors do not need to submit a new ROI form unless they consider that they need to update any new interests, particularly disclosable pecuniary interests.

Disclosable Pecuniary Interests are interests which must be notified to the monitoring officer within 28 days of becoming a councillor (or when councillors are re-elected or co-opted members re-appointed) and you must notify the monitoring officer of any Disclosable Pecuniary Interests which have not already been entered into the authority's register.

Please note that it is a criminal offence under the Localism Act 2011 to;

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election or co-option
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the monitoring officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the monitoring officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Finally, Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the Town/Parish Council and to secure that the register is published on the District Council's website. Furthermore, if the Parish/Town has a website then you too must take steps to secure that the register is published on your website.

Please let me know if you have any queries regarding this.”

Rory McKenna
Monitoring Officer

LGA Model Register of Parish Members Financial and Other Interests Form (and non-LGA Model Register form) attached.

11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
Currently:
Bourn Airfield meetings
Parish Paths Partnership
Coalition of Parish Councils – to represent the Parish Council and report back to meetings –
Local Liaison Forum – to represent the Parish Council and report back to meetings
SCDC Planning Forum – to represent the Parish Council and report back to meetings
Hardwick Community Centre Working Group
New developments and S106 –
Chivers liaison –
Village Plan, Community Bus Scheme, and Healthcare campaign for healthcare in Hardwick
Hardwick Climate Action Group.
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
14. Review of inventory of land and assets –
CB33261 Recreation Ground Egremont Road
CB344914 POS adjacent to St Mary's, Main Street
CB108166 Limes Estate Amenity Land includes land at Sudeley Grove and off Egremont Road
CB45196 POS Grenadier Walk, POS Bramley Way, Land off Pippin Walk
CB284680 land south side of Laxton Ave
CB59751 Land lying to the south and west of Ellison Lane and land lying to the north of Laxton Ave
CB390106 Pavilion, Egremont Road leased to Hardwick Sports and Social Club

CB289360 an area of Hardwick Playing Field, Egremont Road – leased to the Scouts for their Scout Hut.

Other for the Council to consider - Hardwick Pond Main Street

Areas included on the grass cutting maps which do not appear on the Council's lands titles or are registered to a third party include:-

- Land at Blenheim Way, Worcester Ave/Ellison Lane junction. Lambourne Road and Worcester Ave Play area registered to Beezer Homes on Title CB7939
- Land on Limes Road opposite Ellison Way to the School CCC highway verge.

Assets as detailed in the Council's Assets list.

15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
16. Review of the Council's and/or employees' memberships of other bodies
17. Review of the Council's complaints procedure
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
19. Review of the Council's policy for dealing with the press/media
20. Review of the Council's employment policies and procedures
21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
22. Setting the dates, times and place of ordinary meetings of the full Council
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
24. Review of banking arrangements and appointment of any bank signatories
25. Member training arrangements

Open Public Session including reports from the County & District Councillors

26. **To approve apologies for absence** – will be reported to the meeting
27. **Declaration of interests**
 - 27.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 27.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
28. **To approve the minutes of the last meeting on 26 April 2022**
29. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 29.1 (5.5) RoSPA reports – to appoint someone to review the reports and make recommendations
Proposed at the last meeting.
 - 29.2 (7.3) To consider the location for the Jubilee notice board
Proposed at the Annual Parish Meeting.
 - 29.3 (7.9) Proposal that the Parish Council considers a grant application from The Cabin at St Mary's/St Mary's Church for funds to extend the patio area to the west of The Cabin
Deferred at the last meeting.
30. **To consider any resolutions from the Annual Parish Meeting**
31. **Finance, risk assessment and procedural matters**
 - 31.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 31.2 To receive play areas and skate park inspection reports
 - 31.3 To receive the financial report and approve the payment of bills
32. **To consider any planning applications and decision notices and tree works applications** *
 - 32.1 Planning applications
 - 32.1.1 21/01832/CONDM – Land south of 279 St Neots Road – Submission of details required by condition 3 (Surface water drainage scheme) of permission 21/01832/FUL
 - 32.1.2 22/01640/HFUL 37 Cambridge Rd – single storey rear extension, alteration to front element's roof pitch, external insulation, render finish, replacement fenestration, installation of solar panels and extension to existing dropped kerb

32.2 SCDC and appeal decision notices - to note

32.3 Tree works applications
None at the time of writing.

33. Members reports and items for information only unless otherwise stated

33.1 New Housing Developments and Planning Obligations^(SR.)

33.2 Proposal that the Council consider the offer from Hill to transfer Capstone Fields Phase 2 Open Space^(AG)

34. To consider any correspondence / communications received

34.1 CCC – No Mow May

CCC have written:

“I am writing to you as your parish cut the grass along the highway verges on Cambridgeshire County Councils behalf.

Last year 2021 we adopted a new verge management policy. As part of the development of this policy we worked with the organisation Plantlife.

<https://www.plantlife.org.uk/uk>.

Plantlife are again running the No Mow May campaign and this letter is to inform you that Cambridgeshire Highways are supporting the campaign and will not be cutting any highway verges during the month of May, we would also like to encourage you to read the details of the campaign and lend your support to it.

<https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may>

Supporting the campaign should not compromise any safety concerns you may have, and Cambridgeshire Highways will cut junctions should there be a safety requirement to do so.

It would also be appreciated if you could confirm if you are able to support the campaign so we can feedback to our contacts at Plantlife.”

Jonathan Clarke

Highways Maintenance Manager

34.2 CCC – Transport Strategy Stakeholder Engagement Survey 2022

“The Transport Strategy team at Cambridgeshire County Council is developing three transport strategies that will set the County Council’s transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We would welcome key stakeholder input in to the following draft strategies:

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Cambridgeshire’s Active Travel Strategy

The stakeholder engagement survey is now live, and will close on Sunday 19th June. We welcome your response for any combination of the three strategies dependent on your interest and you will be able to select which ones you’d like to fill out at the start of the survey.

You can access the survey here: [CCC Transport Strategy Stakeholder Engagement Survey](#)

We understand some parish councils will not meet until after the deadline and will accept late responses for parish councils this will affect. Please do let us know if you plan to send a late response.

Please note, this is a discreet stakeholder exercise to allow input from key stakeholders at this stage of the drafting process so comments and ideas can be considered in a final review of the draft strategies. Formal public consultation will take place later in the year when the opportunity for a formal consultation response will be possible for the wider public.

If you have any questions please do get in touch at transport.plan@cambridgeshire.gov.uk.”

Kind regards,

Transport Strategy Team

34.3 Greater Cambridge Partnership – Cambourne to Cambridge Better Public Transport and Active Travel – request to attend meeting

“The Cambourne to Cambridge Project Team would like to give an update to Hardwick Parish Council about the upcoming public consultation. The consultation will form part of the Environmental Impact Assessment, and focus on how we can best manage and mitigate the scheme’s impacts on the landscape and environment.

Please advise of a suitable slot at one of your Parish Council meetings in the next couple of months.”

Michaela Headland

Communications and Engagement Officer

[Greater Cambridge Partnership](#)

35. Closure of meeting and items for the next agenda

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-22

Summary of previous month

Balance brought forward **£993,980.18**

Adjustments and amendments

ALGAR SIGNCRAFT	CANCELLED APR 22	138.28
CIVILISIX	ADJUSTMENT MAR 22	145.00

Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHT ELECTRICITY	-205.05
BARHAM	TREE BAGS	-58.00
HANDYMAN CONTRACTOR	PHONE BOX REFURB	-161.50

Misc credits

SCDC	PRECEPT	31000.00
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Total Adjustments 30858.73

Balance revised after adjustments £1,024,838.91

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	199,420.59	212635.27	-13214.68
Cambridge & Counties Bank	497,418.32	97,418.32	400,000.00
NS&I Income Bond	328,000.00	28,000.00	300,000.00
Total	1,024,838.91	338,053.59	686,785.32

Expenditure for approval

		£
SALARIES & PENSIONS		560.27
CABIN AT ST MARY'S	ROOM HIRE	42.00
CABIN AT ST MARY'S	ROOM HIRE	24.00
LGS SERVICES	ADMIN SUPPORT APR 22	1469.58
RPM	CRADLE SEAT REPLACEMENT	354.00
CAPALC	AFFILIATION FEE	626.77

Total expenditure 3076.62

Balance c/f £1,021,762.29

Notes:

Late invoices will be brought to the meeting

* Transfer from Current Account - statement o/s



South
Cambridgeshire
District Council

Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name _____

Parish Council _____

Signature _____

Date _____

If you require any assistance as to how to complete this document, please contact the Monitoring Office at Monitoring.Officer@scambs.gov.uk

Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 _____

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 _____

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

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1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4_____

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2_____

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
---------------	--

Q2 Sponsorship	
<p>2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member? (This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)</p> <p>If No, please go to Q2.2</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>2.2 Has any person, or body, made a payment to you for your election expenses?</p> <p>If No, please go to Question 2.3</p> <p>If Yes, please provide details</p>	
<p>2.3 Have you received any payment or financial benefit from a trade union?</p> <p>If No, please go to Q3</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Q3 Contracts

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2_____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4._____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
Q4 Land Licences and Corporate Tenancies	
<p>4.1 Do you hold any beneficial interest in land within the Parish Council's area? (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).</p> <p>If No, please state here and go to Q4.2_____</p> <p>If Yes, please give the address or a brief description of the land:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	
<p>4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area? (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)</p> <p>If No, please state here and go to Q4.3_____</p> <p>If Yes, please give details of the licence (the address or a brief description of the land)</p> <p>Does the information provided relate to:</p>	
You	

Your Civil Partner, spouse or partner you live with	
4.3	<p>Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord?</p> <p>(Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If No, please state here and go to Q5 _____</p> <p>If Yes, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>
You	
Your Civil Partner, spouse or partner you live with	

Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. _____

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Part 2

Other registerable interests

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

These declarations only apply to you and not to your partner.

Unpaid Directorships:	
You	
Membership of outside bodies appointed by the Council Bodies of which I am a member or are in a position of general control or management and to which I am nominated or appointed by the Council:	
You	
Membership of outside bodies Bodies of which I am a member or am in a position of general control or management: (i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):	
You	

Name: _____ Signature: _____ Date: _____

Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact Democratic.Services@scambs.gov.uk

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

Monitoring.Officer@scambs.gov.uk

A copy should also be retained by the parish clerk.

Guidance notes

Please refer overleaf to guidance notes on how to complete this form.

Guidance notes for the Register of Members' Disclosable Pecuniary Interests and Other Registerable Interests

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer, though if in doubt they can speak with the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at Monitoring.Officer@scambs.gov.uk for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Council of any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a South Cambridgeshire District Councillor for up to five years.

1. Employment Office Trade Profession or Vocation

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

2. Sponsorship (Note: this section only applies to you)

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)

2.3 You should include any payment made to you by a trade union.

3. Contracts

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

3.1 contracts between the Parish Council and yourself/ your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and

3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

4. Land Licences and Corporate Tenancies

4.1 You should declare any land in the Parish area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Parish you should declare your home as owner, lessee, or tenant. You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.

4.2 You should declare land in the Parish which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 Securities

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

Part 2 – Other Registerable Interests

These are not Disclosable Pecuniary Interests.

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature

- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?
-

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union?

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and

Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

Sensitive Information

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

What is sensitive information?

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you.

For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

What happens if the monitoring officer does not agree that the information is sensitive?

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

What happens if the information stops being sensitive?

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

I haven't received a direct threat, but I am concerned about registering my home address.

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the Localism Act 2011 allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The Committee on Standards in Public Life's review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.



Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name _____

Parish Council _____

Signature _____

Date _____

If you require any assistance as to how to complete this document, please contact the Monitoring Office at Monitoring.Officer@scambs.gov.uk

Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 _____

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 _____

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

--	--

1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4_____

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2_____

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
---------------	--

Q2 Sponsorship	
<p>2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member? (This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)</p> <p>If No, please go to Q2.2</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>2.2 Has any person, or body, made a payment to you for your election expenses?</p> <p>If No, please go to Question 2.3</p> <p>If Yes, please provide details</p>	
<p>2.3 Have you received any payment or financial benefit from a trade union?</p> <p>If No, please go to Q3</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Q3 Contracts

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2 _____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4. _____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
Q4 Land Licences and Corporate Tenancies	
<p>4.1 Do you hold any beneficial interest in land within the Parish Council's area? (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).</p> <p>If No, please state here and go to Q4.2_____</p> <p>If Yes, please give the address or a brief description of the land:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	
<p>4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area? (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)</p> <p>If No, please state here and go to Q4.3_____</p> <p>If Yes, please give details of the licence (the address or a brief description of the land)</p> <p>Does the information provided relate to:</p>	
You	

Your Civil Partner, spouse or partner you live with	
4.3	<p>Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord?</p> <p>(Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If No, please state here and go to Q5 _____</p> <p>If Yes, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>
You	
Your Civil Partner, spouse or partner you live with	

Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. _____

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Part 2

Non-Pecuniary (other interests)

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

You should declare at meetings any interests of a partner or family member or a person with whom you have a close association which might be affected by business under discussion.

Non Statutory Disclosable Interests (note – these are not Disclosable Pecuniary Interests) – please provide details of any other interest you wish to declare but which are not Disclosable Pecuniary Interests. Examples are set out in the guidance note attached to the end of this document.

You	
Your Civil Partner, spouse or partner you live with	

Name: _____ Signature: _____ Date: _____

Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact Democratic.Services@scambs.gov.uk

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

Monitoring.Officer@scambs.gov.uk

A copy should also be retained by the parish clerk.

Guidance notes

Please refer overleaf to guidance notes on how to complete this form.

Guidance Notes for the Register of Members' Disclosable Pecuniary Interests and Non Statutory Disclosable Interests (other)

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (Please note: the Ministry of Housing, Communities and Local Government (MHCLG) guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at Monitoring.Officer@scambs.gov.uk for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Parish Council or any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and / or disqualification as a Councillor for up to five years.

1. Employment Office Trade Profession or Vocation

- 1.1 You should declare the name of you / your spouse, partner's employer
- 1.2 If you / your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you / your spouse, partner carry out or should declare for income tax purposes. This includes a

taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.

- 1.4 You should include the name of any firm of which you / your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, anybody which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not include any voluntary or unpaid post please remember that 'gain' could include other rewards, example bonus payments or share dividends, expenses payments, etcetera.

2. Sponsorship

Note: this next section only applies to you:

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)
- 2.3 You should include any payment made to you by a trade union.

3. Contracts

You should describe all contracts, of which you / your spouse, partner are aware, which are not fully discharged, and which are:

- 3.1 contracts between the Parish Council and yourself / your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and
- 3.2 contracts between a firm in which you / your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

4. Land Licences and Corporate Tenancies

4.1 You should declare any land in the Parish Area in which you / your spouse, partner have a beneficial interest (that is, in which you / your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you / your spouse, partner live in the Parish you should declare your home as owner, lessee or tenant.

You should also declare any property from which you / your spouse, partner receive rent or of which you are the mortgagee.

4.2 You should declare land in the Parish which you / your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you / your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you / your spouse, partner are a partner or a company of which you / your spouse, partner are a Director or in which you / your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 Securities

If you / your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your / your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

Part 2 – Non-Statutory Disclosable Interests

Non Statutory Disclosable Interests (note – these are not disclosable pecuniary interests)

You should provide details of any other interests you wish to declare but which are not disclosable pecuniary interests. Examples could include:

- a) membership of, or position of control or management in any body to which you have been appointed by the Parish Council as its representative;
- b) membership of a body whose principal purposes include the influence of public opinion or policy;
- c) membership of a charitable organisation, a trade union, professional association or a private club;
- d) being a District Councillor or Parish / Town Councillor
- d) anything which relates to one of the disclosable pecuniary interests set out in this code but which affects a family member or other person with whom you have a close association other than your spouse or partner.

This category should not include organisations through which you have a disclosable pecuniary interest. Such organisations should be listed in the appropriate place elsewhere on the register. Please note that the examples listed above are not exhaustive.

Sensitive Information

1. Where you consider that the information relating to any of your / your spouse, partner's personal interests is sensitive information, and your authority's Monitoring Officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under the previous paragraph is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the authority's register of members' interests.
3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.