

Weston Longville Parish Council operates a portfolio system whereby areas of activity of the council are split up and allocated to a specific member of the council. Each council member provides the council with advice and expertise for items within the area of responsibility of their portfolio, and pursues any actions that arise from the Council or the furtherance of their portfolio between meetings in line with the stance agreed by the Council. Any information which may lead to a change in Council stance, or represents a significant progress step (forward or backward), should be fed back to the Council as soon as possible. At subsequent PC meetings they report progress or decision requirements back to the council.

For any portfolio holder, any decisions or submissions taken or made by them must comply with the council's constitution and associated procedure rules. In particular, decisions must be in accordance with the council's budgetary arrangements. Key decisions must be agreed or have been delegated at a meeting, and at that point, if the Council wishes to comment on any response to a formal body it will say so and will have a week from draft submission to do so. Any professional advice incurring costs must be authorised prior to it being sought.

## **1. Inter-stakeholder Liaison**

### Terms of Reference

Where these do not fall specifically within the remit of another portfolio, to be responsible for the co-ordination of communications between the Parish Council and other interested parties (examples include other parish councils, the police, district and county councils, the Parochial Church Council, other special interest groups) to further the parish council's aims. To seek areas of common ground with such groups so that a joined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisations.

### Responsibilities include

- Liaising with inter-parish groups on matters of general interest and best practice. This includes chairing such meetings as required.
- Representing the parish on forums such as the Police SNAP meetings.
- Attending specific interest meetings or training sessions where the topics of interest to the council but do not sit within any specific portfolio.
- Liaising with the Parochial Church Council on integration of the church and the community.

## **2. Parishioner Welfare**

### Terms of Reference

To provide a lead in areas such as parishioners' safety, access to services, provision of social housing, initiatives which target specific parishioner groups such as the young, the elderly, or vulnerable adults.

### Responsibilities include

- Greeting new residents and signposting parish matters to them.
- To take a lead in the taking forward of the parish plan in collaboration with the multi-parish team.
- Taking the lead in items such as Housing Need surveys and liaising with other service providers such as housing associations and the district councils on such matters.
- Promoting initiatives such as house insulation, or handyman services, or children's service or opportunities targeting young people.
- Identifying areas of concern with regard to homelessness, financial hardship, disability or deprivation where the parish council may be able to either take action or act as an intermediary with other support bodies.

## **3. Village Facilities**

### Terms of Reference

To provide a lead in the sustaining of existing, or the promoting of new, village facilities such as the village hall, play area, playing fields, pub, allotments etc. To champion local sports or community groups within the parish.

### Responsibilities include

- Liaising with the village hall trustees to ensure the Hall for All is maintained as a viable village hub open to all.
- To oversee the provision of the allotments, maintenance of the tenancy list and the collection of the rents
- Liaising with the Morton Estate on matters concerning the rent and use of the playing field.

## **4. Environment**

### Terms of Reference

To champion the council's environmental and sustainability policies concerning green spaces, refuse and recycling, litter, pest control, noise and light nuisance, access to the countryside, trees and footpaths.

### Responsibilities include

- Liaising with Broadland Tree warden group
- Holding the parish master plan of public footpaths
- Working with local landowners for the provision of permissive paths and maintenance of rights of way.
- Co-ordination of litter picking activities
- Co-ordinating 'Greener Weston' activities such as bulb planting

- Looking at neglected or derelict areas which may be able to be improved.
- Taking the lead in dealing with noise or light pollution complaints.

## **5. Communications**

### Terms of Reference

To take the lead on communications within the parish. Communication from the council to parishioners, and the methods of communication for the parish generally are encompassed such as provision of broadband, mobile phone and other telephone coverage, post boxes, websites, social media and other written communications.

### Responsibilities include

- Providing update of parish council activities for parish magazine
- Maintenance and updating of village noticeboards
- Liaison with Better Broadband for Norfolk and other internet providers for improvement to parish broadband supplies.
- Liaison with mobile phone providers for improving coverage within the parish including the siting of masts.
- Integrating parish news with social media
- Championing IT skills and training.
- Championing those without email, mobile or internet access to ensure they are not disenfranchised

## **6. Transportation**

### Terms of Reference

The size of the portfolio has meant that this takes 2 strands to make the work-load manageable

- A. Strategic Road Network. For example A47 dualling and NDR and link road
- B. Local network issues including road maintenance, traffic management and public transport

### For Strategic, the responsibilities include

- Liasing with Highways England and Norfolk County Council on road improvement proposals.
- Taking part in local groups to assess the impact of such schemes on all areas of the parish and to champion the requirements of Weston Longville as part of the larger picture.
- Where schemes may have a detrimental effect on the parish, to champion the inclusion of mitigation requirements.

### For Local, the responsibilities include

- Acting as the point of contact for reporting road repair and improvements requirements,
- Liaising with the police and other bodies concerning the violation of traffic laws eg speeding or breaching width / weight restrictions.
- Liaising with parishioners and delivery teams for the provision of road signage and traffic calming.

## **7 Planning**

### Terms of Reference

Act on behalf of the Parish Council in respect of any planning issues and in particular to respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning. To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding to submit comments or recommendations of support or objection and to ensure that any objections and recommendations are based solely on planning criteria. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received and to participate in any relevant training

### Responsibilities include

- To monitor the planning portals of both Norfolk County council and local district councils to bring to the council's attention all planning applications which may have an impact on the parish – whether the PC is a statutory consultee or not.
- To liaise with parish councillors and those near neighbours impacted by any such plans to ensure that the parish council submits a timely response which has considered both local views and any 'bigger picture' points.
- Submit comments and recommendations regarding planning applications to the District Council on the Parish Council's behalf
- To co-ordinate any response to District or County Council at which the PC wishes to speak.
- To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional and national level, and to respond on the Parish Council's behalf as appropriate.