



Wistow Parish Council

Councillor Portfolio

This document sets out who is responsible for specific areas within the Council. All portfolio responsibilities are supported by the Parish Clerk.

Countryside Portfolio

Agenda Item

Councillor: Richard Cook & John Gregory

Key responsibilities:

- **Environmental Protection and Biodiversity:** Overseeing the conservation and promotion of the local natural heritage, including habitat preservation and environmental crime issues like fly-tipping.
- **Planning and Development Control:** Involvement in the development of local planning policies and making decisions on planning applications that affect rural areas, with a focus on balancing development with the preservation of the countryside character.
- **Public Rights of Way:** Managing public rights of way, cycle routes, pedestrian paths and bridleways.
- **Rural Economy:** Working to ensure a balance between different sectors in rural areas, such as a thriving tourism sector alongside the needs of local residents and farmers.
- **Community Engagement:** Representing the interests and concerns of residents in rural wards, acting as a link between the community and the council on local issues.
- **Policy Development:** Helping to shape the council's overall vision and strategies to ensure the needs of the countryside and rural communities are met and resources are used effectively.



Tree & Grass Portfolio

Councillor: Clare Leaton

Key Responsibilities:

- **Strategy:** Develop and implement a tree strategy for managing the council's tree stock.
- **H&S:** Ensure the safety and maintenance of council-owned trees in public areas, parks, and on streets.
- **TPOs:** Make decisions regarding tree preservation orders (TPOs) and works within conservation areas.
- **Planting:** Oversee tree planting initiatives and projects to increase canopy cover and address climate change goals.
- **Communication:** Liaise with community groups and residents on tree-related matters.
- **Maintenance:** Review and maintain all PC owned grass areas and review and report all non-PC grass areas.



Maintenance Portfolio

Councillor: Clare Leaton

Key Responsibilities:

- **Asset Management:** Confirming and maintaining a register of assets requiring maintenance or replacement, which often include public open spaces, play areas, village halls, community centres, burial grounds, and council-owned buildings.
- **Inspections and Scheduling:** Agreeing on the frequency of inspections/assessments of asset conditions and creating a master maintenance schedule for routine tasks, taking into account seasonal changes.
- **Grounds Maintenance:** Overseeing the maintenance of the natural environment, such as playing fields, cemeteries, verges, hedges, and managing tree/shrub/flower planting schemes.
- **Infrastructure & Equipment:** Managing and maintaining constructions and assets in the open environment, including:
 - Play areas and play equipment (ensuring safety compliance).
 - Fences, footpaths, benches, and signage.
 - Bus shelters and public clocks.
 - Public conveniences.
- **Health and Safety/Compliance:** Advising on Health and Safety issues related to new equipment or activities, ensuring compliance with relevant regulations and insurance requirements.
- **Project Management:** Developing new projects and activities that benefit the local environment, such as creating greener spaces or improving infrastructure.
- **Litter:** Ensuring the litter in the village is kept to a minimum, reporting overflowing bins and organising an annual litter pick.



Village Hall Portfolio

Councillor: Deborah Rice

Specific responsibilities

- **Financial oversight:** Help with financial planning, potentially involving the precept, to support the hall's activities and services.
- **Strategic development:** Advise the parish council on how the hall fits into the broader strategic plans and policies for the parish, and help with grant funding and other initiatives.
- **Governance support:** Work with the clerk and trustees to ensure the hall is managed in a way that meets legal requirements and best practices, even if the parish council is not the direct legal owner.
- **Communication:** Act as a point of contact between the parish council and the village hall committee or trustees, facilitating communication and collaboration.



Flooding Portfolio

Councillor:

Key Responsibilities:

- **Representing the Community:** Serving as the key point of contact for residents to report flood concerns and issues, and communicating these views to the relevant authorities (District/Unitary and County Councils, Environment Agency, water companies).
- **Preparing Community Flood Plans:** Supporting the development and implementation of a local community flood plan, which outlines how the community will prepare for, respond to, and recover from a flood event.
- **Liaison and Coordination:** Working with other Risk Management Authorities (RMAs) and participating in Local Resilience Forums (LRFs) to ensure the parish's needs are considered in wider flood risk management strategies.
- **Information Hub:** Disseminating information to residents about local flood risks, flood warnings (e.g., signing up for Floodline), and advising on property-level protection measures (flood resistance and resilience).
- **Monitoring and Reporting:** Organising or participating in local flood warden schemes to monitor local watercourses, drains, and gullies, and formally reporting issues or blockages to the responsible authority (e.g., the Highways authority for road gullies, LLFA/District Council for ordinary watercourses).
- **Advocacy and Funding:** Campaigning for and exploring opportunities for partnership funding for local flood alleviation schemes and resilience measures, working with local businesses and landowners to supplement national funding.
- **Long-term Planning Input:** Engaging in consultations on the Local Plan, Neighbourhood Plans, and Local Flood Risk Management Strategies to ensure new developments incorporate sustainable drainage systems (SuDS) and avoid increasing flood risk.



Highways Portfolio

Councillor: Nick Simms

Key Responsibilities:

- **Lobbying the Principal Authority:** The main responsibility is to represent residents' concerns about highway matters (e.g., potholes, speeding, signage, and maintenance issues) to the principal highway authority and campaign for improvements.
- **Monitoring and Reporting:** The councillor monitors local highway conditions and reports issues, such as obstructions or unlawful encroachments on roadside verges, to the relevant authority for action.
- **Statutory Consultation:** The parish council is a statutory consultee on planning applications and highway matters, and the portfolio holder would contribute to the council's response to these consultations, ensuring local views are considered by the decision-making body.
- **Defibrillators:** Ensuring all defibrillators are checked at least once a month.



Playing Field Portfolio

Councillors: Charlie Forster, John Gregory & Deborah Rice

Key Responsibilities:

- **Oversight of Safety and Maintenance:** Ensuring that regular monthly and annual independent safety inspections (to British Standards EN1176 and EN1177) are carried out, reports are filed, and necessary remedial actions are taken in a timely manner.
- **Policy and Strategy Development:** Contributing to the creation and review of the parish council's play area inspection and management policies, and developing long-term strategies for the play park, including future improvements and replacements.
- **Budgeting and Finance:** Inputting into the annual budget process to ensure adequate funds are allocated for maintenance, repairs, and potential upgrades, and approving spending on remedial actions.
- **Community Engagement:** Acting as a point of contact for residents, listening to their views and concerns, and engaging with children, parents, and local groups to inform decisions about the play area (e.g., new equipment, accessibility, inclusivity).
- **Project Management:** Overseeing any approved maintenance works or new installation projects, potentially working with external contractors, manufacturers, and grant-funding bodies.
- **Risk Management:** Helping to manage the balance between providing a stimulating play environment and ensuring an acceptable level of safety, and ensuring that accident records and risk assessments are properly maintained.
- **Advocacy and Representation:** Representing the play park's interests within the wider council and to other local authorities (e.g., district or county councils) to secure support or influence planning decisions that might affect the area.
- **Insurance and Compliance:** Supporting the clerk to ensure the play park is correctly insured and that all statutory duties and relevant legislation are met.



Neighbourhood Watch Portfolio

Councillor:

Key Responsibilities:

- **Representation:** Serving as the Parish Council's representative to the local policing team, the area Neighbourhood Watch Association, and the Community Safety Partnership (CSP) or Safer Neighbourhood Board.
- **Policy and Strategy Input:** Influencing and helping to develop local strategies and plans related to community safety and crime prevention, ensuring that the parish's specific concerns are considered by higher authorities (e.g., district council and police).
- **Holding to Account:** Acting as a point of scrutiny for the performance of local police and partner agencies in tackling crime and anti-social behaviour, and reporting back to the Parish Council.
- **Lobbying:** Lobbying for greater resources or specific actions from the police and other agencies to address local issues.
- **Point of Contact:** Acting as the main point of contact for local Neighbourhood Watch scheme coordinators and residents to report general concerns or request support.
- **Information Flow:** Cascading relevant information received from the police and partners to local schemes and the wider community (e.g., via a parish website, newsletter, or notice boards).
- **Promoting Awareness:** Encouraging residents to join existing Neighbourhood Watch schemes, start new ones, and promote personal responsibility for crime prevention and home security.
- **Community Engagement:** Mobilising local support and working with other community groups to address specific safety concerns, potentially by helping to organise community events like property marking days or meetings with local police officers.
- **Identifying Issues:** Working to identify specific local crime and disorder problems, using local knowledge to inform priorities and suggest practical solutions.
- **Resource Identification:** Helping to identify potential funding or resources for local crime prevention initiatives.
- **Supporting Coordinators:** Providing support and guidance to local volunteer coordinators, helping to build a resilient network of active schemes in the parish.



Bio Diversity

Councillor: Cllrs Forster, Gregory & Rice

Key Duties & Responsibilities

1. Strategic Leadership

- Develop and maintain the **Parish Biodiversity Action Plan (BAP)**.
- Provide expert guidance to the council on biodiversity and environmental matters.
- Ensure biodiversity principles are embedded in all council projects and planning responses.

2. Habitat & Species Management

- Identify, monitor, and protect habitats and species of local importance.
- Promote and support actions such as tree planting, pond enhancement, hedgerow management, and wildflower verge schemes.
- Encourage creation of wildlife corridors and pollinator-friendly areas.

3. Land Management Oversight

- Work with contractors to ensure environmentally sensitive maintenance practices (e.g., reduced mowing, native planting).
- Support rewilding or habitat restoration projects on council-owned or managed land.

4. Community Engagement

- Lead public education efforts, workshops, and events related to biodiversity.
- Encourage community participation through volunteer schemes, citizen science, and local partnerships.
- Provide biodiversity-related material for newsletters, websites, and noticeboards.

5. Partnerships & Representation

- Liaise with district/county councils, environmental charities, local wildlife groups, farmers, schools, and businesses.
- Represent the parish in biodiversity-related forums or consultations.

6. Monitoring & Reporting

- Maintain biodiversity records, surveys, and project documentation.
- Present regular reports to the parish council on progress, challenges, and recommendations.



- Propose annual biodiversity priorities and resource needs.

7. Funding & Grants

- Identify grant or partnership funding opportunities.
- Prepare bids and manage related project delivery and compliance.
- Advise the council on budgetary needs for biodiversity projects.



Cemetery

Councillor: Cllr Leaton

Key Duties & Responsibilities

1. Strategic Oversight

- Ensure the cemetery is managed in accordance with relevant legislation, including burial regulations, health & safety requirements, and parish policies.
- Review and update the **Cemetery Regulations**, fees, and procedures as needed.
- Plan for long-term cemetery capacity, infrastructure, and future needs.

2. Grounds Maintenance & Standards

- Oversee contractors or parish staff responsible for grounds maintenance.
- Ensure the grounds are kept safe, tidy, and respectful, including paths, hedges, lawns, trees, memorials, and boundary structures.
- Promote sensitive environmental practices (e.g., reduced chemicals, wildlife-friendly areas), where appropriate.

3. Burial Administration & Records

- Work with the clerk or burial officer to maintain accurate and legally compliant records of burials, purchases of rights, and memorial permits.
- Support the management of exclusive rights of burial, memorial applications, and grave allocations.
- Ensure secure long-term record-keeping (digital and/or paper).

4. Memorial Safety & Compliance

- Support regular memorial safety inspections and ensure corrective actions are taken when hazards are identified.
- Ensure families are contacted appropriately where memorial works are required.
- Maintain clear policies for installation, repair, and removal of memorials.

5. Support for the Bereaved

- Uphold a respectful, compassionate approach in all cemetery matters.
- Assist in providing clear guidance to families, funeral directors, and stonemasons.
- Ensure cemetery rules are communicated sensitively and consistently.



6. Development & Improvements

- Identify opportunities for enhancing the cemetery environment, facilities, and visitor experience.
- Support projects such as seating, signage, pathways, tree management, or biodiversity improvements.
- Seek funding or grants where appropriate.

7. Monitoring & Reporting

- Conduct periodic site inspections to ensure standards are upheld.
- Report issues, risks, and recommendations to the parish council.
- Provide input into the cemetery budget and monitor related expenditure.

8. Liaison & Representation

- Work closely with the clerk, maintenance teams, funeral directors, stonemasons, and community representatives.
- Represent the parish council in cemetery-related meetings or discussions.
- Engage with neighbouring councils or district authorities on good practice.