

Pirton Parish Councillor – overview of yearly responsibilities

Monthly Parish Council meetings 2nd Thursday of every month – arrive by 7.30pm to help set up for 7.45pm start.

Note: PC = Parish Council

Month	Tasks	Outcome
January	<ul style="list-style-type: none"> ▪ Supply Copy for Parish Newsletter ▪ Help distribute Newsletter around village 	<ul style="list-style-type: none"> ▪ Promote Parish Council's work from last 6 months
February		
March	<ul style="list-style-type: none"> ▪ Parish Clerk informs PC to review relevant Policy documents ready for April Parish Council meeting (every 3 years 2024, 2027 etc.) 	
April	<ul style="list-style-type: none"> ▪ Parish Clerk informs PC to review relevant Policy documents ready for May Parish Council meeting (every 3 years) 	
May	<ul style="list-style-type: none"> ▪ Reassess Terms of Reference & Delegation scheme Doc014 (annual) ▪ Reassess Committee membership Doc14a (annual) ▪ Parish Clerk informs PC to review relevant Policy documents ready for June Parish Council meeting (every 3 years) ▪ Attend Annual Parish Meeting ▪ Attend Annual Parish Council Meeting ▪ Identify if stall is required at Pirton Summer Fair and required literature 	<ul style="list-style-type: none"> ▪ Ensure that all terms of reference of various working parties etc. are up to date ▪ Ensure all relevant parish councillors and co-opted members of the public are correctly assigned to each working party etc. ▪ Review of fixed assets ▪ Confirm insurance arrangements ▪ Review documents and procedures, including Risk ▪ Appoint council reps ▪ Confirm time and place of meetings for next 12 months
June	<ul style="list-style-type: none"> ▪ Volunteer for stint at Summer Fair 	<ul style="list-style-type: none"> ▪ Engage with residents face to face and help promote Parish Council
July	<ul style="list-style-type: none"> ▪ Identify what Copy is required for Parish Newsletter ▪ 	
August	<ul style="list-style-type: none"> ▪ Supply Copy for Parish Newsletter ▪ Help distribute Newsletter around village ▪ Parish Clerk informs PC to review relevant Policy documents ready for September Parish Council meeting (every 3 years) ▪ Review fixed assets 	Promote Parish Council's work from last 6 months
September	<ul style="list-style-type: none"> ▪ TBC End of month? Ditch clearance for Walnut Tree Road from back of pond ▪ Pond maintenance 	

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October	<ul style="list-style-type: none"> ▪ For November Parish Council meeting, review Doc 017 Protocol for Dealing with Developers and the Risk Assessments (every 3 years - 2021, 2024 etc.) 	Ensure the standard documents are up to date and fit for purpose
November	<ul style="list-style-type: none"> ▪ Prepare for Annual Budget meeting as required ▪ Attend Annual Budget meeting (usually end of November) 	▪
December	<ul style="list-style-type: none"> ▪ Identify what Copy is required for Parish Newsletter ▪ Review MUGA booking form ready for Jan Parish Council meeting (every 3 years – 2023, 2026 etc.) 	

Glossary of terms and acronyms

NALC	National Association of Local Councils
HAPTC	Hertfordshire Association of Parish and Town Councils
PPC	Pirton Parish Council
LGA	Local Government Authority
MUGA	Multi-use Games Area
PSSC	Pirton Sports and Social Club

Current active Committees and Working groups within Pirton Parish Council

Committees are made up of different groups of Parish Councillors, whilst Working groups can also have co-opted Pirton Residents who have expressed an interest in focussing on specific tasks that need to be carried out as part of the Parish Council's remit. Below is a high-level summary of the committees and working groups with their key aims.

Arboreal Working Group	To identify areas of the Parish which can be protected or enhanced to increase biodiversity
Communications Working Group	To identify the most appropriate methods with which the Parish Council (PC) can engage and communicate with local parishioners and all other relevant stakeholders
Planning Working Group	To consider all Planning Applications referred to the Pirton Parish Council by the Local Planning Authority or identified by the Working Group as relevant to Pirton
New Pavilion Working Group	To advise the PPC on the actions required to progress the new pavilion project to the completion of Phase 2 in line with the Development Project Plan that was approved by the PPC on 11 November 2021. To manage the project processes to achieve completion of Phase 2 for the PPC.
S106 Working Group	To establish what funding is available at any one time to Pirton Parish Council through S106 funding or Unilateral Undertakings (UUs) To recommend to the Council how the funds available may be used for the benefit of the residents of the Parish.
Environment Committee	To maintain a good environment around the Parish of Pirton
Human Resources Committee	Responsible for all staffing matters

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Neighbourhood Steering Group (PNSG)

This group operates under the terms of a Constitution as already lodged with and accepted by the Parish Council (PPC) setting out its aims and objectives and rules of operation.

The PPC, having achieved its Pirton Neighbourhood Plan (PNP) in April 2018, now tasks the PNPSG as follows:

1. To review the PNP for general conformity with the Emerging NHDC Local Development Plan (LDP) and when the LDP is finally adopted;
2. To monitor how the PNP and its Policies are used by the NHDC, and by Developers, and to report to the PPC;
3. Advise the PPC as necessary on the PNP implications of Planning Applications;
4. Monitor National Policy on Neighbourhood Planning generally and keep the PPC informed