

Notice is hereby given of the regular Meeting of **Lode Parish Council** to be held online at 7.30 pm on Monday 8 March 2021. All Councillors are summoned to attend. The public are invited to make a submission to Councillors under item 1.

### AGENDA

- 1 Public participation – For the duration of the interim arrangements during the Covid-19 outbreak, parishioners who would have wished to address the meeting in person may make a representation of up to 750 words in writing no later than 10am on the day of the meeting. Such representation should either be emailed to the Clerk at: [lodeparishclerk@gmail.com](mailto:lodeparishclerk@gmail.com) or delivered to Lode Parish Clerk, 86 High Street, Bottisham, CB25 9BA. Any representations received will be recorded at the beginning of the minutes with the name (and designation, if any) of the person making them  
Members of the public wishing to attend the online meeting should apply to the Clerk at [lodeparishclerk@gmail.com](mailto:lodeparishclerk@gmail.com) by no later than 10am on the day of the meeting. Details of how to join the meeting will then be sent by email.
- 2 Apologies for absence
- 3 Declarations of interest
  - prejudicial
  - other
- 4 Minutes of previous meeting - 8 February 2021
- 6 Matters arising - actions cleared/outstanding
- 7 County Council Report - Cambs CC
- 8 District Council Report - ECDC
- 9 Parish Reports
  - Anglesey Abbey
  - A to B1102 group update (Cllr Platten)
- 10 Parish Council Reports
  - Finance approvals
  - Pavements, footpaths & trees (Cllr Stevens)
  - Planning – No new applications received
  - Covid 19 Working Group update
  - Amendments to Standing Orders to state that the Council has adopted the ECDC Code of Conduct 2012 and will provide a Zoom link on agendas to facilitate public access – proposed by Cllr Stevens and seconded by Cllr Platten
  - Draft Complaints Procedure for approval
- 11 Correspondence received *Schedule from Clerk/items of interest*
- 12 Date of next meeting of the Parish Council: 12 April 2021



Jonathan Giles, Clerk to the Council

### Amendments to Standing Orders

1. The legal officer of ECDC has advised that the Standing Orders should identify the Code of Conduct adopted by the Parish Council. To achieve this the Council would need to pass a motion replacing the current wording of the heading of paragraph 7, (“**All councillors shall observe the code of conduct adopted by the Council.**”) with the words “**All councillors shall observe the East Cambridgeshire District Council Code of Conduct 2012 which has been adopted by the Council.**”
2. Amendments are proposed to the supplementary Standing Orders implemented to accommodate the Coronavirus Regulations 2020 to reflect best practice advice. The clauses requiring members of the public wishing to attend the meeting to contact the Clerk would be deleted and replaced by:

“The Zoom link for the meeting will be inserted onto the Agenda so that members of the public may attend the meeting.”

### Complaints Procedure – Draft March 2021

1. Lode Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council’s disciplinary and grievance procedures.
  - 3.2. Complaints against councillors. Complaints against councillors are covered by the East Cambridgeshire District Council Code of Conduct 2012 which has been adopted by the Council. If a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of East Cambridgeshire District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but the Council cannot re-open issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary
5. You may make your complaint about the council’s procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint quickly. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

#### Contacts

The Clerk: Jonathan Giles, 86 High Street, Cambridge, CB25 9BA

Email: [lodeparishclerk@gmail.com](mailto:lodeparishclerk@gmail.com) Tel. 07789 012761

The Chair of Lode Parish Council: Cllr Robert Stevens, 51 Northfields, Lode

Email: [Robert@stevensfamily.freeuk.com](mailto:Robert@stevensfamily.freeuk.com) Tel. 01223 811643