



## Councillor Application Pack

### Briefing about Old Catton Parish Council

#### Function of the Parish Council

Old Catton Parish Council was constituted in 1894. A Parish Council is the most ancient form of local government and has been in use in England since the 8th century.

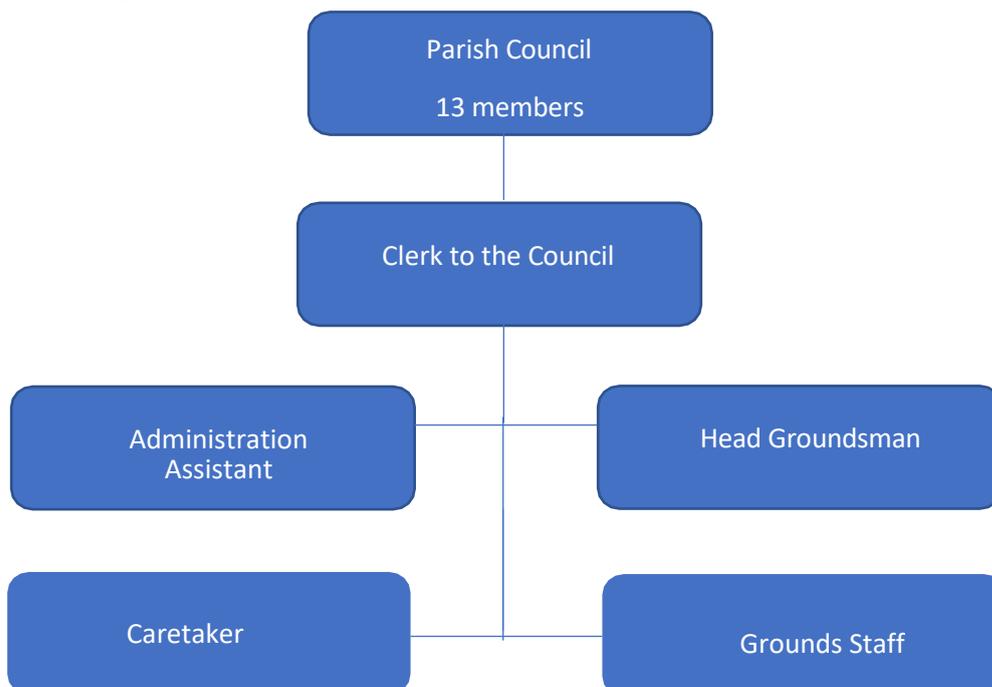
The modern Parish Council is a statutory elected local authority, which acts as a voice for local opinion by keeping in close and regular contact with its electorate and provides a focus for voluntary organisations in the area.

We provide various services to the community including, but not limited to provision of green spaces, provision of play areas/benches/bus shelters/land for recreational purposes, grass cutting, litter picking and limited vegetation clearance.

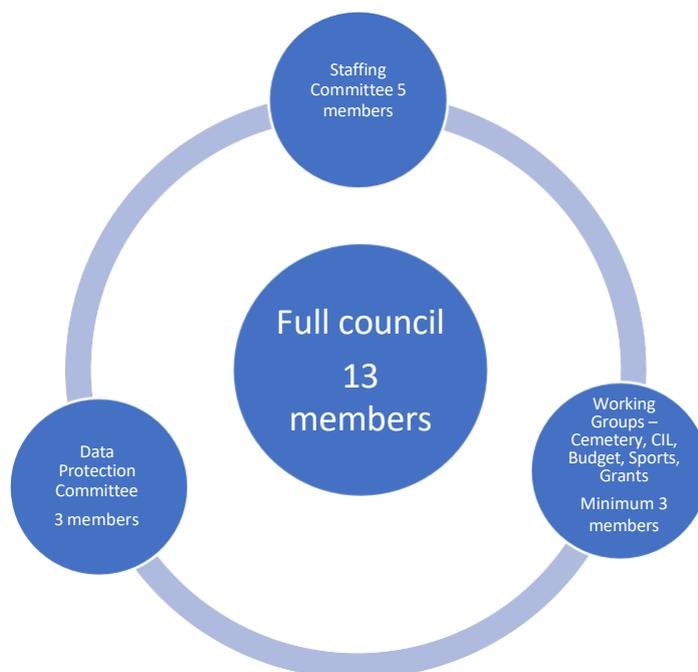
Members of the public are welcome to attend any meeting of the Council. Full Council meetings are held on the second Monday of every month (excluding August). Residents can address the Council during the public participation session. Meetings are held at the Pavilion, Recreation Ground, Church Street, Old Catton NR6 7DS unless stated otherwise on the notice of meeting.

The Council comprises 13 Councillors, the Clerk, Administration Assistant, Head Groundsman, Grounds Staff and Caretaker.

#### Organisation Structure



## Committee/Working Group Structure



### Roles within the organization

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings.

The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's Standing Orders and Financial Regulations in an efficient and timely manner.

The Clerk to the Council is the Proper Officer and Responsible Financial Officer and carries out the statutory obligations of the Council.

### What we do

The Parish Council undertakes a significant number of services on behalf of the Parish. It raises the money to undertake projects via the 'precept' which is collected through local council tax by Broadland District Council. In addition to the services offered we also work in partnership with Broadland District Council and Norfolk County Council as well as other organisations.

Below are further services which Old Catton Parish Council carries out for the benefit of residents of the Parish:

- Owns and maintains:
  - Recreation Ground, Church Street
  - Old Catton Cemetery
  - Catton Park
  - Lavaré Park
  - War Memorial
  - Deer Park
  - Woodham Leas green space
- Also maintains:
  - Street Lighting
  - Bus Stops
  - Grit Bins
  - Noticeboards
  - Village Sign
  - Highway Verge Cutting

- Closed Churchyard at St Margaret's Church
- including annual tree inspections and tree surgery, as appropriate
- Owns and maintains:
  - Recreation Ground play area
  - Lavaré Park play area
- Owns and maintains tennis courts and floodlit multi-use games area (MUGA)
- Owns and maintains Recreation Ground car park.
- Provides and maintains:
  - litter bins
  - bus shelters
  - benches
  - notice boards
  - village sign
- Provision of speed awareness and vehicle activated signs
- Provides quarterly newsletters to every household in the Parish
- We work closely with the County Council's Highways Department to try and resolve highway issues
- Consider all planning applications relating to Old Catton and make comments, as appropriate, to Broadland District Council
- Provide grants to local organisations



## **Co-option of Parish Councillors (Casual Vacancy)**

### **Eligibility of candidates**

The Parish Council is able to consider any person to fill a vacancy provided that:

A person is qualified to be elected and to be a Councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 or over. In addition, the person must meet at least one of the following criteria: -

- (1) On the relevant day and thereafter they continue to be on the electoral register for the Parish, or
- (2) During the whole of the twelve months before that day they have owned or tenanted land or premises in the Parish, or
- (3) During the whole of the twelve months before that day their principal or only place of work has been in the Parish, or
- (4) During the whole of the twelve months before that day they have resided in the Parish or within three miles of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

There are certain disqualifications for being a Parish Councillor (see s80 of the Local Government Act 1972) of which the main are:

- holding a paid office or employment under the Parish Council
- holds any employment in a company which, in accordance with Part V of the Local Government and Housing Act 1989 other than section 73, is under the control of the local authority
- the subject of a bankruptcy restrictions order or interim order
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

### **Applications**

Candidates are required to:

- Submit information about themselves, by way of completing a short application form (pages 11 & 12).
- Confirm their eligibility for the position of Parish Councillor within the statutory rules (page 10).

Following receipt of application form(s) and confirmation(s) of eligibility, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to consider the suitability of the candidate/s to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.



Copies of the eligible candidates' application form(s) will be circulated to all Parish Councillors by the Clerk (or Chairman in the absence of the Clerk and Administration Assistant) at least 3 clear days prior to the meeting of the full Parish Council at which the co-option will be considered.

All such documents will be treated by the Clerk/Administration Assistant /Chairman and all Parish Councillors as strictly private and confidential.

- Person Specification
- Eligibility Form
- Application Form

### **At the Co-option Meeting**

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish Councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council.

The process will be carried out in the public session. A resolution will then be passed to exclude members of the public and press from the meeting to enable the Parish Council to have a private discussion regarding the suitability of the candidate/s for the vacancy. The candidate/s and public will then be invited back to the meeting following which a vote will be taken. The vote will be by recorded voting slip as per the Council's Standing Orders.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. An only candidate will normally, but not necessarily, be co-opted. LGA 1972, Sch. 12 s39 states the co-option must be by an absolute majority vote of those present and voting in the meeting.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, a copy of which is enclosed with this pack, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Parish Council's Code of Conduct, and, upon signing, will take office either before or at the next meeting of the Parish Council. A failure to sign the Declaration of Acceptance of office will result in automatic disqualification from office.

### **Holding a Position of Public Office**

The Clerk will notify Broadland District Council Electoral Services Office of the co-option of the new Parish Councillor. A co-opted Parish Councillor will also complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Broadland District Council within 28 days of the co-option. Failure to comply, without reasonable excuse, with the arrangements for the registration and disclosure of disclosable pecuniary interests is a criminal offence, with a penalty on conviction of a fine of up to £5,000 and disqualification from office for up to five years.



It is also a criminal offence to knowingly provide false or misleading information when making the notification or to be reckless as to whether the information is true and not misleading.

Councillors hold a position of public office with which comes responsibilities to attend all the meetings of the council and to abide by the seven principles (or Nolan principles) of public life being:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Councillors are required to promote and maintain high standards of conduct when they are representing the council and are required to:

- Treat others with respect
- Not to bully or behave in an intimidatory manner
- Not seek to improperly confer an advantage or disadvantage on others
- To use the resources of the Council in accordance with its requirement; and
- Not to disclose confidential information



## Role Description

<b>Role:</b>	Parish Councillor
<b>Responsible to:</b>	The 'Corporate Body' (i.e. the Parish Council) and all residents within the parish
<b>Responsible for:</b>	Effective leadership, governance, liaison and budget setting
<b>Purpose:</b>	Representing the views of residents
<b>Regular liaison with</b>	Other Councillors, staff, local authorities, residents' associations, community groups, charitable groups and residents
<b>Period of service</b>	Elections are held every four years – Next elections due May 2027  Councillors co-opted between elections serve to the end of the current four-year term of office
<b>Salary</b>	This is an unpaid voluntary position – Mileage and subsistence allowances are payable if the eligibility criteria is met.

## History of Parish Councils

The current system of parish councils was formed in 1894. There are currently around 10,000 parish councils in the country.

Local councils are the first tier of local government, being the closest to individual communities they have the greatest ability to identify, understand and address the needs of the communities they serve.

Old Catton Parish Council is apolitical ie politically neutral. Councillors are required to represent only the interests of its residents, not a political party.

## Eligibility Criteria

The Parish Council is able to consider any person to fill a vacancy provided that:

- A person is qualified to be elected and to be a Councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 or over. In addition, the person must meet at least one of the following criteria: -
  - (1) On the relevant day and thereafter they continue to be on the electoral register for the Parish, or
  - (2) During the whole of the twelve months before that day they have owned or tenanted land or premises in the Parish, or
  - (3) During the whole of the twelve months before that day their principal or only place of work has been in the Parish, or
  - (4) During the whole of the twelve months before that day they have resided in the Parish or within three miles of it.
- Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.
- Ability to attend evening meetings.

## Support and training

Induction training including a 'walk through' of the Members' Handbook is given. Ongoing training is provided via the Norfolk Association of Local Councils (NorfolkALC) and other bespoke training sessions. These vary between day-time and evening sessions (sometimes online). The Clerk can also provide advice as and when required.

## How to find out more

The National Association of Local Councils has a website [www.nalc.gov.uk](http://www.nalc.gov.uk) alternatively you could attend a meeting of the Council, talk to existing Councillors or to the Clerk.

**Reviewed: 10<sup>th</sup> March 2026**

## **Main Duties and Responsibilities**

1. To attend Parish Council meetings.
2. To prepare for meetings and being properly informed about the issues to be discussed.
3. To participate constructively in the governance of Old Catton Parish Council.
4. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the 'Strategic Plan'.
5. To ensure, with other Councillors, that the Parish council is properly managed.
6. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
7. To promote the economic, social and environmental wellbeing of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
8. To effectively represent the interests of, not only the ward for which the Councillor is elected, but the Parish as a whole and to raise at Council meetings residents' enquiries, representations and complaints.
9. To represent the whole electorate; listen, and then represent the views of the whole community when discussing Council business and working with outside bodies.
10. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Strategic Plan.
11. To comment on planning applications and other planning matters such as the Local Plan.
12. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
13. To represent the Parish Council on outside bodies to which the Councillor is appointed.
14. To maintain proper standards of behaviour when representing the Parish Council.
15. To fulfil the statutory and locally determined requirements of an elected member of a local authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using Council resources for political purposes or for any other reason).
16. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
17. To act as an Ambassador for the Parish Council and to promote the work the Council undertakes, on behalf of the community.
18. To uphold the Parish Council's Standing Orders, Code of Conduct and the Nolan Principles of Public Life (ensuring that the impartiality of Council staff is not compromised).
19. To contribute to the Parish newsletter to enhance Members' accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council, as and when appropriate.
20. To undertake appropriate training courses and as when possible.



## Co-option of Parish Councillors (Casual Vacancy)

### Person Specification:

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications and Training	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community</li> <li>• Good knowledge of the Parish boundaries and Parish Council property</li> </ul>	<ul style="list-style-type: none"> <li>• Specific work experience/voluntary work experience/undertaken vocational or academic training/professional qualifications</li> </ul>
Experience, Skills and Ability	<ul style="list-style-type: none"> <li>• Solid interest in local matters</li> <li>• Ability and willingness to represent the Parish Council and its community</li> <li>• Ability to communicate clearly both verbally and in writing</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</li> <li>• Good reading, analytic and problem-solving skills</li> <li>• Ability and willingness to work with the Parish Council's partners (e.g. Parish Council committees and working party groups, voluntary groups, other parish councils, principal authority, charities)</li> <li>• Ability and willingness to undertake relevant training as and when required</li> <li>• Ability to work under pressure and make sound judgement</li> <li>• Ability to research and report back on issues faced by the Parish Council</li> <li>• Good standard of computer literacy with access to an email account</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Council/Parish Council experience</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities</li> <li>• Experience of financial control/budgeting</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Ability and willingness to attend all meetings of the Parish Council (including committee meetings or the meetings of other local authorities and local bodies) in the evening and at weekends</li> <li>• Flexible working approach</li> <li>• Enthusiastic</li> <li>• Ability and willingness to carry out physical tasks across the Parish</li> </ul>	



## CO-OPTION ELIGIBILITY FORM

**1. In order to be eligible for co-option as an Old Catton Parish Councillor you must satisfy certain criteria. You must satisfy a. and b. below and at least one of the options c. to f. Please tick which apply to you:**

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c. I am registered as a local government elector for the Parish; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or
- e. My principal or only place of work during those twelve months has been in the Parish; or
- f. I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

**2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a Parish Councillor if he/she:**

- a. Is employed by the Parish Council or holds paid office (other than Chairman, Vice-Chairman) under the Parish Council (including joint boards or committees);
- b. Is employed by an entity controlled by the Parish Council;
- c. Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d. Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or e. Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

**Use of Personal Information** the Parish Council will use the information provided on this form to assess your eligibility to be a parish Councillor.

### Declaration and Consent

I..... hereby confirm that I am eligible for the vacancy of Old Catton Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish Councillor and that the information given on this form is true and correct.

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this form.

Signature .....

Full Name .....

Date .....

**[Please return this eligibility form with application form]**



## CO-OPTION APPLICATION FORM

<b>Name:</b>
<b>Address:</b>
<b>Telephone Number:</b>
<b>Email Address:</b>
<b>Are you aged 18 or over? Yes / No</b>

Please detail any experience you may have that is relevant to Old Catton Parish Council (if necessary continue onto a separate sheet)

Continued...



**Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).**

**Use of Personal Information**

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish Councillor.

**Declaration & Consent**

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure of my information included in this application form in accordance with the GDPR.

I declare the information given on this form to be true and correct.

Signature.....

Full name .....

Date.....

**Please return this completed form, together with the completed Co-option Eligibility form, to:**

Ms Sarah Vincent – Clerk to the Council  
Old Catton Parish Council  
The Pavilion  
Recreation Ground  
Church Street  
Old Catton  
Norwich  
NR6 7DS

Or email to [clerk@oldcattonparishcouncil.co.uk](mailto:clerk@oldcattonparishcouncil.co.uk)