

LONG ASHTON PARISH COUNCIL

HIGHWAYS & BURIAL GROUND COMMITTEE TERMS OF REFERENCE

Adopted by the Highways & Burial Ground Committee 3rd February 2014

Reviewed without change by Council Monday 18th May 2015

Reviewed with minor amendment to Delegation 16th May 2016

Reviewed without change by Council 15th May 2017

Reviewed with the addition of the definition of a quorum meeting 21st May 2018

Membership

Membership shall consist of:-

- The Chairman and Vice Chairman of the Council.
- A minimum of 7 other Parish Councillors elected at the Annual Council Meeting.
- A Chair and Vice Chair of the committee shall be elected at the first committee meeting after the Annual Meeting of the Council

Areas of Responsibility

This committee has delegated powers to deal with all issues relating to Highways, Public Right of Ways, cycle paths and the Burial Ground

- To make decisions and take actions relating to Highways, PROWs, cycle paths and the Burial Ground within delegated powers
- To monitor the state of upkeep and general maintenance of all highways, pavements and PROWs within the Parish, including problems caused by overgrown or overhanging foliage and damage to verges, and to ensure that appropriate action is taken by landowners or North Somerset.
- To consider requests for Grit Bins, Dog Waste Bins and other street furniture.
- To consider road safety issues and report to North Somerset
- To be informed and liaise with North Somerset and the Environment Agency on flooding issues within the parish
- To consider public transport issues.
- To respond to national and local government consultations relating to the committees remit
- To consider requests for memorials referred by the clerk
- To review the Burial Ground Fees annually
- To review the hourly rate paid to the Village Orderly and Gardener annually
- To review and let contracts for grass cutting in Birdwell Rec, Churchyard and Burial Ground
- To deal with any other Highways, PROW or Burial Ground matter that a meeting of the full Council considers appropriate to be referred to the Committee.
- Chairman and vice chairman to be a member of the Finance and General Purposes Committee.
- To provide at least one Cllr to act as a representative on the Community Resilience team.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by Long Ashton Parish Council.

Meetings

- The Committee will meet at least six times a year.
- The quorum for the meeting is one third of the committee, rounded up to a whole number and not less than three members attending.
- Minutes of all meetings will be recorded by the Minute or Parish Clerk. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.
- All Councillors are welcome to attend meeting of this Committee but only those appointed to it may vote.

Delegation

The Clerk is given delegated powers to respond to emergency situations, where the time frame is such that they cannot be considered at the next scheduled meeting of the Committee, in consultation with as many Councillors as seems appropriate in the judgement of the Clerk.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Long Ashton Parish Council.