

## **Langdon Parish Councillor Roles and Responsibilities**

Councillors elect to take on an overseeing role and give a regular report back to the parish council. This should improve the council engagement with the community and provide feedback. The parish council owns and is responsible for various assets in the parish. A regular risk assessment and maintenance programme is a condition of the council's insurance policy which will also help us forward plan any works and associated budget costs.

<b>Role/Responsibility</b>	<b>Councillor(s)</b>	<b>Location and Frequency</b>	<b>Comments</b>
<b>Roads and Highways (Lengthsman)</b>	Tony Minns (lead) plus all councillors to report in	Parish areas local to councillors	Monthly meeting agenda item
<b>Street Lighting</b>	John Dyer Chris Shaw	Martin Area East Langdon	Monthly meeting agenda item
<b>Public Rights of Way</b>	John Dyer Chris Shaw	Martin Area East Langdon	Checking access, possible hazards, reporting
<b>Resilience and Emergency Planning Hydrants</b>	Tony Minns, Chris Shaw  All	  Annually against Hydrant map	  Hydrants – each check local area
<b>Police Liaison</b>	Tony Minns		
<b>Planning Applications</b>	Seb Willett	Monthly	Report each month, respond to DDC
<b>Local Plan</b>	Seb Willett & Community Steering Group (TBD)	Ongoing	Report each month, Steering Group to be recruited
<b>Training</b>	All – Chairman and Clerk to c- ordinate and promote opportunities	Annual programme as offered by KALC and other organisations.	Briefing report back to council and share material as appropriate
<b>Community Welfare, Well-Being</b>	All	TBA	Clarify what this means!

<b>Role/Responsibility</b>	<b>Councillor(s)</b>	<b>Location and Frequency</b>	<b>Comments</b>
<b>KALC Representatives</b>	Tony Minns; Chris Shaw	4 meeting per year	Report at full meetings
<b>East Langdon Parish Hall Representative</b>	Chris Shaw	Attend committee meetings	Report each month
<b>Langdon Playing Field Association</b>	Tony Minns	Attend committee meetings	Report each month
<b>Website</b>	Chris Shaw, Dave Willett	On-line; at least monthly	Report each month
<b>Assets Register</b>	Clerk, Chairman	Annual, presented in May	Review annually and amend as assets are acquired or disposed
<b>Risk Assessment of Parish Council Assets</b>	Clerk, Chairman	Monthly	Workload to be shared between all councillors by area
<b>West Langdon Green</b>	Shaun Craft and Chairman	Monthly inspection	Report at monthly meetings
<b>East Langdon Green</b>	KCC Highways land. Chairman or Clerk	Monthly inspection of furniture and other items owned by parish council	Report at monthly meetings and inform KCC Highways as necessary
<b>Notice Boards</b>	All	Monthly inspection	Report at monthly meetings
<b>Historic Village Signs</b>	All	Monthly inspection	Report at monthly meetings
<b>Bench Seats</b>	All	Monthly inspection	Report at monthly meetings
<b>Defibrillator (Martin Mill)</b>	Barbara Price-Stephens	Monthly inspection	Report at monthly meetings
<b>War Memorial</b>	Chairman or Clerk	Monthly inspection	Report at monthly meetings