

BRANDON PARVA, COSTON, RUNHALL & WELBORNE PARISH COUNCIL

Clerk: Bev Long
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Runhall
Norwich
NR9 4DW
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2023

Councillor Vacancy - information and application form.

About the role of a Parish Councillor

A good parish or town council plays a vital role in representing the interests of the community it serves. It will improve the quality of life for its residents and for the local environment, delivering services to meet local needs and influencing decision makers, for example in planning matters. The council will work as a team and each councillor is a valued team member!

A Parish Councillor effectively represents the parish. They will champion the causes which relate to the interests and sustainability of the area and will campaign for improvements in the quality of life of those living in, working in, or visiting the area.

A Parish Councillor will be supported by training and development to help them to fulfil the requirements of their role.

Whether elected or co-opted they will stand as a Councillor for the term of office which is 4 years (i.e. May 2023 – May 2027), although they can resign at any time.

A Parish Councillor must comply with the statutory requirements of a councillor. This means that they must complete a Declaration of Acceptance of Office before starting as a Councillor and they must agree to abide by the Code of Conduct.

Brandon Parva, Coston, Runhall & Welborne Parish Council.
Chair; Mr Simon Guest. The Old Rectory, Stone Lane, Brandon Parva, Norwich, NR9 4DL
Tel; 07543 645351
Email; simonguest1959@btinternet.com

PARISH COUNCIL WEBSITE: www.bpcrwparishcouncil.info

A Parish Councillor must attend all meetings, otherwise they should give their apologies and the reasons for their absence to the Parish Clerk.

A Parish Councillor will contribute to an effective meeting by briefing themselves ahead of the meeting – reading their agenda, minutes and supporting information. They will participate at a meeting giving their ideas and knowledge to help in the decision-making process. Specialised knowledge, or skills are greatly valued.

A Parish Councillor cannot make decisions on their own. A Parish Councillor will contribute to the formation of the Council's policies and plans by actively involving themselves in meetings.

A Parish Councillor may act as a representative on outside bodies, reporting back to council on their activities.

Here are just a few of the activities and causes you might become involved with as a Parish Councillor:

- The Parish Council is a consultee in respect of planning applications and the planning policies which guide the decisions made by the planning authorities. A Parish Council may help to formulate its own planning rules for its area through a Neighbourhood Plan. A Parish Council will pass back its views on planning applications to the District / Borough Council.
- A Parish Council responds to consultations which could change the quality of life of their constituents for example the Norfolk County Council Budget - Child Care provision; mobile libraries; highway maintenance.
- A Parish Council sets its own budget and agrees a precept to help meet its financial requirements. A budget will be based on agreed actions. e.g. refurbishing a play area, commissioning a new village sign.
- A Parish Council may become involved with projects and activities such as the commemoration of WWI.
- A Parish Council will have contact with key stakeholders in their community, for example the police, local employers and service providers.

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Co-option Application Form

This form is to be used for anyone seeking co-option onto Brandon Parva, Coston, Runhall and Welborne Parish Council.

Qualifications to be a Councillor

A person is qualified to be a councillor if they are a British, Commonwealth or European Union citizen and on the day of co-option are 18 or over.

In addition, the person must meet at least one of the following criteria

1. on the day of co-option 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.

To be completed:

I confirm that I am over 18 and a British/Commonwealth/European Union citizen (*please delete as appropriate*)

Please indicate which of the four criteria above you meet, include all that apply:

Certain people are disqualified from standing, and these include paid officers (including the clerks)

of the council, bankrupts and those subject to recent sentences of imprisonment. If you think that you may be disqualified please check the following information on the Electoral Commissions website:

https://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/141784/Part-1-Can-you-stand-for-election-LGEW.pdf or contact the clerk.

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For councillors to be able to consider your suitability for co-option, please use the box below to explain why you would like to be a councillor, maximum 100 words.

Contact Details:

Name	
Address	
Email address	
Home telephone number	
Mobile telephone number	

Please send the completed form to the parish clerk:

Bev Long

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