

## SPARSHOLT PARISH COUNCIL – PORTFOLIO HOLDERS & RESPONSIBILITIES

	<b>Detailed activities</b>
<p style="text-align: center;">Highways</p> <p style="text-align: center;">Stewart Wooles</p>	<ol style="list-style-type: none"> <li>1. To act as a liaison councillor between the Parish Council and WCC and HCC and to pass on concerns of residents</li> <li>2. To keep a watching eye on the state of the road surfaces and drainage within our parish, the maintenance of the verges, and adjoining hedgerows; when felt necessary, to liaise with the bodies/ land owners concerned</li> <li>3. To maintain the list of actions required in the Parish and ensure the requests for improvements/ repairs are actioned</li> <li>4. Liaise with our County Councillor, to actively campaign on our behalf on matters of roads, road safety, speed limits, salt/grit bins, etc.</li> <li>5. To attend any local briefings re road and traffic matters</li> </ol>
<p style="text-align: center;">Footpaths &amp; Open Spaces</p> <p style="text-align: center;"><del>Peter Chadwick</del> Sue Wakefield</p>	<p style="color: red;"><b>Footpaths</b></p> <ol style="list-style-type: none"> <li>1. Oversee maintenance of footpaths and bridleways and undertake improvement work, where current budgets allow</li> <li>2. Act as main point of contact with Peter Yeates ensuring contract obligations met</li> <li>3. Identify priority footpaths for HCC annual maintenance</li> <li>4. Resolve disputes locally and amicably. Report to the Parish Council on any developments and problems</li> <li>5. To attend local briefings re footpath matters</li> </ol> <p style="color: red;"><b>Ham Green</b></p> <ol style="list-style-type: none"> <li>6. Parish Council's representative of the Ham Green Commons Association (ref Constitution)</li> <li>7. Liaise with Terry Dunn, leader of the volunteers, on matters as outlined in Constitution ensuring report provided to parish council bi-monthly</li> </ol>
<p style="text-align: center;">Memorial Hall</p> <p style="text-align: center;">Sue Annesley</p>	<ol style="list-style-type: none"> <li>1. To act as liaison councillor between the Parish Council and Memorial Hall Committee</li> <li>2. To attend Hall meetings and update the Parish Council</li> <li>3. To notify the Hall committee of any grants that may be available</li> </ol>
<p style="text-align: center;">Playground</p> <p style="text-align: center;">John Cooper</p>	<ol style="list-style-type: none"> <li>1. Carry out the weekly inspection on the Playground.</li> <li>2. To ensure that the playground has a current risk assessment.</li> <li>3. Bring forward requests to the Parish Council for new equipment or funding a repair.</li> <li>4. Ensure the insurance for the Playground is maintained</li> <li>5. Ensure the lease for the land from WCC is maintained</li> </ol>
<p style="text-align: center;">Police/Neighbourhood Watch Liaison</p> <p style="text-align: center;">Andrew Osmond</p>	<ol style="list-style-type: none"> <li>1. To liaise with the police and PCSO on any village issues that arise</li> <li>2. Liaise with Jan Anderson the Neighbourhood Watch Coordinator</li> <li>3. Attend appropriate meetings</li> </ol>
<p style="text-align: center;">Sparsholt School</p> <p style="text-align: center;">Sue Wood</p>	<ol style="list-style-type: none"> <li>1. To act as a liaison councillor between the Parish Council and the School (City Councillor Horrill is a school governor and provides updates)</li> <li>2. To report back to the Parish Council on all matters concerning the school and its relevance to village life</li> </ol>
<p style="text-align: center;">Sparsholt Shop</p>	<ol style="list-style-type: none"> <li>1. Ensure the lease between the Shop and Parish Council is maintained</li> </ol>

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Nigel Reid	<ol style="list-style-type: none"> <li>2. To monitor the upkeep of the Well House and advise on any repair</li> <li>3. Maintain an active liaison link with the Chairman of the Management team to ensure that Parish Council interests in the Well House are monitored.</li> <li>4. To regularly brief the Parish Council on the trading and financial position of the Shop and Post Office.</li> </ol>
Transport Vacancy	<ol style="list-style-type: none"> <li>1. Understand the operation of the over 60s statutory concessionary travel scheme and the ancillary services provided by WCC and HCC</li> <li>2. To represent the PC and the residents of Sparsholt at the various meetings relating transport held by WCC and HCC and routinely report to the Parish council</li> <li>3. To act as a contact for parishioners who have issues with, or suggestions about, the provision of public transport to the village</li> <li>4. Regularly check bus shelters reporting any maintenance required</li> </ol>
Communication  John Little	<ol style="list-style-type: none"> <li>1. To organize the bi-monthly distribution of the parish newsletter, parish newsletter and other documents</li> <li>2. To be the parish “go to” person for broadband telecommunications and postal services</li> <li>3. Overall responsibility for the maintenance and development of the parish council website and ensuring that its content and operation complies with the requirements of the Information Commissioner’s Office whilst administration remains with the employed parish clerk</li> </ol>
Finance Group Sue Wood Stewart Wooles John Little	Ref Finance Advisory Committee Terms of Reference
Planning Group Sue Wood Nigel Reid John Little	Ref Planning Advisory Committee Terms of Reference

All portfolio holders will report to bimonthly meeting providing a written comment to the clerk

**Reviewed and Agreed 16 May 2019 Minute Ref 19/20 009**