



PARISH COUNCILLOR ROLE DESCRIPTION

Role	Parish Councillor
Responsible to	All people resident within the parish
Regular liaison with	Other councillors, local authorities, residents
Period of service	Four year term of office, can be re-elected
Salary	This is a voluntary position, expenses can be paid

Main purpose: Representing the views of all residents within your parish.

Secondary purpose:

- As part of a local council you will have responsibility for running local services which may include: open spaces, play areas, grass cutting, maintenance of bus shelters, provision of dog bins and potentially much more.
- Deciding on how much to raise through the council tax in order to deliver your council's services.
- Influencing and shaping the long term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.
- Improve the quality of life and the environment in their local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

Person specification:

Criteria	Essential	Desirable
Over 18 and on the electoral register	Y	
A resident of the parish for which you are standing (although there are certain exceptions)	Y	
Able to attend regular evening meetings	Y	
Interest in local issues and things which affect people.	Y	
Keen to improve the local environment and quality of life.		Y
An understanding and willingness to represent the views of the whole community.	Y	
An interest in learning and developing your role in the community		Y
Willing to have contact details made public	Y	
Understanding of Standing orders / Code of Conduct		Y

Kingston Bagpuize with Southmoor Parish Council (KBSPC)

KBSPC (9 Councillors) represent the interests of the people in the parish with other public authorities.

The council contributes to local amenities such as:

- Recreational facilities including public open spaces, playing fields and playgrounds
- Bus shelters
- Litter bins and dog bins
- Arranges grass cutting on behalf of the Oxfordshire County Council
- Provides and maintains a burial ground.
- Provides grants or donations to many village clubs and charities

It is consulted on planning, public transport, road improvements, mineral policy, tourism and crime prevention. Special council projects currently include, exploring options for a 20mph zone and other traffic calming measures.

Meetings: The work of the Council is covered currently by several committees/working parties including planning, finance, recreation & play and speeding/traffic calming. A monthly evening meeting (normally the first Monday of the month at 6.30pm) of the full council is generally held in the Swallow Room at Southmoor Village Hall.

Term of Office: Qualified nominees stand for election every 4 years. If there are less than 9 candidates, an election is declared uncontested and the candidates are elected as councillors. Vacancies on the council between elections can be filled by co-option (or election). Both elected and cop-opted roles are unpaid and guided by the Council's Code of Conduct, policies, Standing Orders and Financial Regulations.

Training: Newly appointed councillors are encouraged to undertake training which is often provided by the Oxfordshire Association of Local Councils (OALC - www.oalc.org.uk) and National Association of Local Councils (NALC). The Vale of White Horse District Council (VoWHDC) and Oxfordshire County Council (OCC) often run information sessions.

Further reading / information: Parish and Town Councils: <https://www.oxfordshire.gov.uk/council/about-your-council/government-oxfordshire/parish-and-town-councils>

Good Councillors Guide: <https://www.local.gov.uk/our-support/highlighting-political-leadership/councillors-guide>