



ABOUT THE COUNCIL

This is general information about how the Parish Council is organised, it's priorities, places, key policies and people. It is advisable to spend some time looking at the website: stcuthbertout-pc.gov.uk

Where are we?

St Cuthbert (Out) Parish is one of the largest by area in England at 57km². It has roughly 5,000 residents spread across several villages.



The parish surrounds the City of Wells. Its larger villages are Dinder, Dulcote, Coxley, Polsham, Haybridge, Wookey Hole, Easton, South, East and West Horrington alongside various hamlets.

Please take a look at the following map

[St Cuthbert \(Out\) Parish - boundaries, villages and key routes](#)

Parish Wards

The parish is organised into 4 wards: North, South, East and West. Although Councillors represent the parish as a whole, they are also Councillors for a ward, with more familiarity, local relationships and knowledge of that ward.

The Ward Map can be [found here](#).

Wards have the following number of Councillors currently:

- North Ward: 5 Councillors
- South Ward: 3 Councillors
- East Ward: 4 Councillors
- West Ward: 5 Councillors

There is no central site in the parish or parish office. Meetings are held in village halls in Easton, Dinder and Coxley.



There are sites around the parish which are owned, maintained or kept in Trust by the Parish Council:

- Easton Jubilee Playing Field
- The Green, Easton
- Coxley Recreation Ground & play Area
- Dinder Dragons Den play area
- Dulcote Recreation Ground (of which the Council are Trustees)
- Wookey Hole Allotment site



Nearly a quarter of the parish lies within the [Mendip Hills Area of Outstanding Natural Beauty \(AONB\)](#) and are a significant partner in the parish.

Who are we?

The Parish Council comprises currently of 17 Councillors and 2 part-time staff known as Clerks. You would be joining the Clerk's team as Assistant Clerk (Environmental Focus).

You can find out about the many interests and varied backgrounds of our Councillors on their respective [Councillor pages](#)

What are the Council priorities?

There are matters that the council must do, known as statutory duties set in law. In 2023, as well as its statutory duties, the Council's priorities would be

- ★ Biodiversity Duty
- ★ Greener Village grants
- ★ Local Community Network (LCN) collaboration
- ★ Traffic calming, speeding and Active Travel

As well, there are constant responsibilities of

- ★ Robust & transparent financial management
- ★ Proper conduct of meetings, processes, councillors and staff
- ★ Resident engagement, support & signposting
- ★ Proactive planning input as Consultees
- ★ Maintenance and upkeep of the parish assets



How do we engage with residents?

- Being out and about
- 'Contact us' forms and day-to-day enquiries
- Weekly Contact Sheet
- Annual Parish Meeting
- LCN meetings and activities
- Community events
- At Full Council & Committee meetings
- Surveys and polls

How does the Council operate?

Alongside the many statutory (legal) duties the Council as a whole have, there is also a committee structure. Council organisation looks as follows:

Full Council - the upper-most decision-making body, meeting every 6 weeks and with all Councillors summoned to attend.

Committees - these have some delegated powers (given by Full Council) and smaller Councillor membership but remain formal arms of the Council:

- Finance & Scrutiny (meets 6 times a year)
- Planning (meets every 3 weeks)
- Staffing (meets twice a year)
- Asset Management (meets every 6 weeks)

Working Groups - enable Councillors to focus on more specific issues. The Environmental Working Group is the largest of these and may become a formal committee of the Council in the future.

More details can be seen on the [committees and working groups page](#)



As Assistant Clerk (Environment Focus), what key information will help me?

[The Environment pages](#) on the website are essential reading.

All of these links require a steady read to gain an understanding of procedure and Council performance:-

- ★ The way the Council runs its business is set out in [Standing Orders](#).
- ★ Financial Management is set out in [Financial Regulations](#).