

PARISH COUNCIL ROLES AND SPECIFIC RESPONSIBILITIES - Updated May 2026

ROLE		
Chair person	Chairman of Parish Council. Responsible for ensuring that effective and lawful decisions are taken at meetings of the council and guides activities by managing the meetings of the council.	Cllr Butterworth
Deputy Chair person	Deputy for Chairman.	Cllr Pell
Payment Authorisation	Cheque Signatory and online access to Parish Council bank accounts.	Cllr Butterworth, Cllr Pell, Cllr Bessant, Cllr Williams, Cllr Clarke
Playing field inspectors	Fortnightly routine visual maintenance and safety inspection	Cllr Turner (Drakes Broughton). Cllr Butterworth (Pirton). Cllr Clarke will oversee maintenance needed in the Drakes Broughton parks & Cllr Garside will assist if required.
Drakes Broughton Street Lighting	Periodic review of street lights and liaison with the clerk to ensure they are in working order	Cllr Pell
Finance Group	Responsible for Budget setting and authorisation. Sub group to make recommendations to members for consideration	Finance Group ALL MEMBERS. SUB Group Cllr Butterworth, Cllr Williams, Cllr Booker, Cllr Garside.
Planning Coordinators	Co ordinate responses to planning applications from member for ward area	Cllr Williams Drakes Broughton, Cllr Abercrombie Wadborough, Cllr Butterworth Pirton
Staffing Committee	staffing committee	Cllr Butterworth, Cllr Pell , Cllr Williams, Cllr Bessant
Highways/Flooding/Drainage	Highways/flooding/ Drainage	Cllr Grisdale Drakes Broughton, Cllr Brethertone Wadborough, Cllr Butterworth Pirton.
Joint Parishes Committee representative	Representation at Joint Parishes Committee (primary focus is SWDP). Input into	Cllr Butterworth, Cllr Pell. Deputy Cllr Williams
Neighbourhood Plan	Leader for the update of Neighbourhood Plan	Cllr Grisdale, other members of working party Cllr Butterworth, Cllr Clarke, Cllr Pell, Cllr Williams
Website/ Social media	Development of new website	Cllr Bessant, Cllr Clarke, Cllr Butterworth
Local Transport & Buses	Bus services	Cllr Pell
Open Space Review Group	Leader for review of Open Space Development in Drakes Broughton	Cllr Booker Chair, Parish Council members of working party Cllr Butterworth, Cllr Garside, Cllr Bessant. Cllr Pell
VAS data/speed watch	Use of VAS and data collection	Cllr Bessant & Cllr Clarke Drakes Broughton, Cllr Abercrombie Wadborough