

MADELEY PARISH COUNCIL
PROCEDURE FOR REPORTING OF ISSUES BY COUNCILLORS
ADOPTED 5TH SEPTEMBER 2024

Scope of Policy:

This policy aims to establish the procedure to be followed by Parish Councillors when made aware of matters requiring attention within the Parish. Wherever possible Councillors should report matters directly to the authority responsible. This approach is intended to ensure all relevant reports are directed to the responsible authority immediately and also creates the ability for multiple reports of each issue to be made by individual Councillors, thus raising the issue/report multiple times with the responsible authority.

Procedure:

Reports to both Borough and County Councils are made online via the 'report it' sections of the respective websites or via the 'mystaffs' app.

For matters which are Borough Council go to: [Newcastle-under-Lyme Borough Council Homepage – Newcastle-under-Lyme Borough Council \(newcastle-staffs.gov.uk\)](https://www.newcastle-staffs.gov.uk)

For matters which are County Council go to: [Home - Staffordshire County Council](https://www.staffordshire.gov.uk)

Appendices 1 – 5 identify the responsible authority and how to complete the relevant report.

Upon submitting a report a copy of the report submitted should be sent to the Clerk. The Clerk will compile a data sheet of all reports made which will be updated for each regular Parish Council meeting. This data sheet will be circulated to all Councillors with Meeting Agendas. All new reports submitted and any progress regarding existing reports made to be noted by Council at each regular Parish Council meeting following receipt of the updated information.

Additional Information:

County and Borough Council's responsibilities for anything in relation to public roads only apply to roads which have been adopted by the Council. Responsibility for other roads/pavement areas not adopted would need to be investigated in order to establish where responsibility lies.

In order to establish whether a road has been adopted go to: [Home - FindMyStreet](https://www.findmystreet.com) This site is updated by local authorities and provides details of the road classification and whether the road is a highway maintained at public expense (HMPE). Any road, including road curtilage up to a certain limit which is HMPE must be maintained by the local authority responsible.

Current Details of Areas NOT adopted:

Pavement area outside One-Stop store – Not adopted, Clerk to determine responsibility.

Ridgehill Drive – Not adopted.

APPENDIX 1

Borough Council Responsibilities:

1. Street Cleansing

Every adopted highway – cleaned every 17 weeks (depending on resources/weather). Approx 3 times per year

Date of last clean: Week ending 8th March 2024.

Next Due: 12th July 2024.

Report via BC website:

Select REPORT IT

Select LITTERING

Complete report information. Photos can be uploaded.

2. Emptying of Litter and Dog Waste Bins

See attached list containing details and locations of all bins emptied by Borough Council.

Report via BC website:

Select REPORT IT

Select LITTERING

Complete report information. Photos can be uploaded.

3. Grass Cutting

BC grass cutting Location and Schedule Appendices 2 & 3:

Madeley Pool – Every 3 weeks.

Heath Row playing Field - Every 3 weeks.

County Council Responsibilities:

1. Highways

Any issues with any adopted highway and curtilage. In order to establish whether County Council are responsible under HMPE for areas at the road side a request must be made to highwaydata@staffordshire.gov.uk who provide plans showing the highway extent of responsibility. This service is chargeable (currently approx. £120 per plan).

Report via CC website:

Select REPORT SOMETHING

Select HIGHWAYS

Select Issue from list (NB for grit bins select weather related).

Complete report information. Photos can be uploaded.

2. Rights of Way

A map of all rights of way within the Parish can be viewed and issues with signposts/styes etc. can be reported and any other issues already reported.

Report via CC website:

Select REPORT SOMETHING

Select RIGHTS OF WAY ISSUE

You will be directed to the rights of way website. In order to report an issue you must set up a user account.

Select From the menu on the left select REPORT or TRACK

Follow instructions to identify the area and issue.

Photos can be uploaded.

3. Surface Water Flooding

The lead local flood authority is responsible for any issues related to surface water flooding. Email flood.team@staffordshire.gov.uk

4. Grass Cutting

CC grass cutting Location Appendix 4

Parish Council:

1. Grass Cutting

See attached list of grass cutting locations (Appendix 5) and schedule of cuts carried out by Parish Council contractor. Contract to be renewed March 2025.

Other Organisations and Responsibilities:

Aspire

Grass Cutting at Birchdale play area

Contact Alice Kirkham via email: anewman@aspiregroup.org.uk