Clyffe Pypard and Bushton Parish Council 2026

Councillor Roles and Responsibilities	
PC Function	**Responsible**
1. Chairman	David Gagen
2. Vice Chairman	Anthony Norman
3. Bank Signatories	David Gagen; John Hughes Anthony Norman; Nick Kirton;
4. Web Site Manager	Clerk (Backup: David Gagen & Anthony Norman)
5. Parish Council Notices on Notice Boards	Anthony Norman/Hannah Chard
6. Submission of Planning Applications	Clerk plus nominated Councillor (determined case by case)
7. Newsletter Contributions	David Gagen; John Hughes
8. Highways and Byways – Rights of Way and Footpaths	Ed Rudler, David Gagen , Nick Kirton
9. Highways and Byways – Parish Steward	John Hughes
10. Highways and Byways – SID	Nick Kirton, Gemma Greenway
11. Highways and Byways – Salt Bins/PEAS	Ed Rudler
12. Highways and Byways – Flood Liaison	Nick Kirton, John Hughes
13. Defibrillators	Anthony Norman
14. Emergency Plan	Clerk, David Gagen, Gemma Greenway, Nick Kirton
15. Police Liaison	John Hughes
16. Save the Goddard Arms Group	David Gagen
17. Farm Liaison	Hannah Chard
18. Clerk timesheet sign off	David Gagen/Anthony Norman
REPRESENTATIVES ON OUTSIDE BODIES	
19.Village Hall Representative	Gemma Greenway
WILTSHIRE COUNCIL	
20.Area Board (no rep required – all invited)	Clerk to forward agenda
21.Local Highway and Footway Improvement Group (LHFIG)	ADHOC when issue to raise
22.RWB & Cricklade Area Board Community Safety Meeting	ADHOC
23.Town and Parish Clerks meetings	Clerk