

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 April 2019, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Page Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Council Minutes of the last meeting, approve their signing as a correct record

Item 3

4. Statutory Business

4.1 Councillor Vacancy – declaration of a vacant seat in Euxton North East which can now be co-opted to.

4.2 Councillor vacancy draft procedure, for consideration for adoption

Item 4.2

4.3 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

Item 4.3

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

6. Financial Items

6.1 Receive information of receipt of the precept

Item 6.1

6.2 Approve figures for year ending 31 March 2019

Item 6.2

6.3 Approve the Annual Governance statement 2018/19 on the Annual Return

Item 6.3

6.4 Approve the Accounting statements 2018/19 on the Annual Return

Item 6.4

6.5 Approve Expenditures for this month

Item 6.5

7. Committee, Working Group and External Meetings Reports

Allotment Working Group – recommendations:

Item 7

1. Full Council agree to proceed with the project to lease and provide an allotment site in Euxton (lease contents/details to be finalised at a later date)

2. Full Council create an Allotment Committee and approve the draft terms of reference for this committee

Committee verbal updates

8. Standing Orders Working Group

The working group recommends the revised standing orders be adopted

Item 8

9. Matters for information

Receive or update on the 'Fault Reports Log'

Item 9

Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

Full Council meetings 2019: 16 May, 20 June, 18 July, 19 September, 17 October, 21 November, 19 Dec

Newsletter deadlines: 2 May 2019 for June issue, 1 August 2019 for September issue; 8 November 2019 for December issue, early February 2020 for March issue.

D. Platt

CLERK

Published: 11/04/19

EUXTON PARISH COUNCIL

Procedure for a Casual Vacancy

1. In the event a Councillor vacancy occurs, once accepted, the clerk will immediately contact Chorley Council electoral officer of that vacancy and request the initiation of the advertising of the notice of vacancy.
2. Chorley Council will issue a notice which is to be displayed in the ward where the vacancy occurs. This will be displayed from the date of the notice which is signed by the Clerk, to a date 14 working days after.
3. If Chorley Council receives a request for an election within the period it will then issue notices to the Clerk for display advertising for candidates for a bye-election. The whole election process is administered by Chorley Council whether a poll occurs or not, and the costs of such are charged to the parish council.
4. If the advertisement (at step 2) does not initiate the 10 signatures of electors in the period of time required by legislation (14 working days) the Clerk will receive a notice from Chorley Council to say it can co-opt to the casual vacancy.
5. The casual vacancy will be advertised within 21 days of issuing of the notice at step 4.
6. The co-option notice will include a closing date for acceptance of requests for consideration, location(s) of seat(s), how many seats are vacant and in which wards they are located.
7. The notice will be placed on all the Parish Council notice boards, on its website, on its social media, and in its next published newsletter.
8. All candidates will be expected to put their request for consideration in writing with the following additional information; reason for wishing to be councillor, previous community/council work, other skills they can bring to the council and specify, if there is more than one vacant seat, which seat they are applying for/or if they are applying to all the seats.
9. Following the closing date at step 6, the application letters will be copied out to the Councillors on Private papers with the agenda for consideration at the Council's next Full Council meeting.
10. No discussion or debate will take place in Council session, or intervention from the candidates or public be allowed.
11. A vote will then be taken (possibly by paper ballot if agreed) all candidates for that seat will be considered.
12. If there is more than one applicant for a seat, the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until there is a majority for one candidate.

Item 4.2

13. If there is more than one vacancy, the candidates who have indicated which seat they are applying for ie, the ward, or all the vacancies, will be included in the correct voting round. Each vacancy will be filled separately.
14. If there is more than one vacancy to be filled at a Full Council meeting and an applicant has not specified in their application letter which vacancy they are applying to, the Clerk will clarify this prior to consideration. If an applicant does not respond to the request for clarification, the applicant will be considered to the vacancy of the ward they live in or, if they do not live in the ward, to the first vacancy which arose.

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Tue 26 Mar 2019 19/00284/FULHH	1 Greenside Euxton Chorley PR7 6AS Single storey front extension, single storey side extension to east elevation and pitched roof above existing outhouse.	Appears to include a double garage as part of the application
Wed 03 Apr 2019 19/00221/REM	Euxton Mill Dawbers Lane Euxton Chorley PR7 6EB Reserved matters application for the erection of two detached dwellings (Phases 3 and 4) (pursuant to outline planning permission 15/00162/OUTMAJ)	
Thu 07 Mar 2019 19/00188/MNMA	Land Surrounding 89 Euxton Lane Euxton Add accommodation over the garage of the Marlborough house type with attached garage on plot 62 and slightly increase the size of the Brantwood house type on plot 59	Is there now suitable parking with the increase in bedrooms at Marlborough house type premises.
8 th April 2019 19/00314/FUL	37 Wigan Road Euxton Erection of paladin fence and security gates	
QUESTIONS RAISED		

APPLICATIONS SINCE AGENDA		
19/00336/FUL	121 Wigan Road Erection of a Detached Bungalow	Question asked. How much parking is left for 121 when land split off to build new house.

					<u>11437.80</u>
Additional payments after agenda					
Date	Supplier	ref	Budget	£	Description
01/03/2019	Easywebsites	304	4160	80.40	Website/emails
21/03/2019	Chorley Council	305	4530	500.00	Wildflower Meadow Mgreen
21/03/2019	British Telecom	306	4080	114.48	Telephony
21/03/2019	Atlas	307	4080	348.50	Copies Oct-Mar
21/03/2019	Lancashire Sign Shop	308	4540	82.68	Heritage artwork
21/03/2019	Various	309	4570	19.99	Measure wheel
21/03/2019	Post Office Ltd	310	4570	254.10	Stamps
21/03/2019	RBS	311	4081	49.95	Incorrect debits 5 x 9.99
					<u>1450.10</u>
Total month					<u><u>12887.90</u></u>

					<u>11437.80</u>
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					<u>1450.10</u>
Total month					<u>12887.90</u>

**Bank Reconciliation Statement as at 31/03/2019
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	29/03/2019	148	589.59
RBS High Interest	29/03/2019	89	54,936.87
TSB - Current	01/10/2018	7	417.18
Coop - Current	31/10/2018	28	973.09
Barclays Current	15/02/2019		65.00
Santander	15/03/2019	42019	75,918.62
RBS Debit Card	28/02/2019	46	4,000.00
TSB - Savings	10/03/2019	12	49,189.70
Coop - Savings	26/03/2019	10	5,004.26
Barclays Savings	15/03/2019		75,152.59
Public Sector Deposit Fund	31/03/2019	11	100,536.91
			<u>366,783.81</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
21/03/2019 288	Water Plus		595.97
21/03/2019 289	Newbury Printers (NW) Ltd		1,273.00
21/03/2019 291	Chorley Borough Council		6.00
21/03/2019 292	C&W Berry Ltd		280.49
21/03/2019 294	Various		687.30
21/03/2019 296	Various		832.11
21/03/2019 299	HMRC		800.93
21/03/2019 302	RHF Turf Growers		1,440.00
21/03/2019 303	Play & Leisure Ltd		65.52
21/03/2019 305	Chorley Borough Council		500.00
21/03/2019 306	British Telecom		114.48
21/03/2019 308	Lancashire County Council		82.68
			<u>6,678.48</u>
			360,105.33
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			360,105.33
		Balance per Cash Book is :-	360,105.33
		Difference is :-	0.00

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

EUXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.euxtoncouncil.org.uk

AUTHORITY WEBSITE ADDRESS

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2019
Euxton Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
	RE-STATE		
1 Balances brought forward	230,308	139,483	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	150,944	159,000	Total amount of Precept income received in the year
3 Total other receipts	61,130	228,966	Total income or receipts as recorded in the cashbook minus the Precept receipts
4 Staff costs	57,605	61,935	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	245,294	100,745	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	139,483	364,769	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	204,694	360,105	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	771,845	771,845	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Euxton Parish Council

April 2019 payments

INCOME

Date	Supplier	ref	Budget	Gross	VAT	Net	Description
01/04/2019	Lee Baron			1000.00		1000.00	Contract
01/04/2019	CBC			166899.00		166899.00	Precept/grant
04/04/2019	CBC			2644.85		2644.85	CIL to end Mar19
				<u>170543.85</u>	<u>0.00</u>	<u>170543.85</u>	

EXPENDITURE

Date	Supplier	ref	Budget	Gross	VAT	Net	Description
01/04/2019	ASC	1	4570	59.95	9.99	49.96	Hardware
01/04/2019	B&Q	2	4570	4.39	0.73	3.66	Hardware
01/04/2019	Wickes	3	4570	38.00	6.33	31.67	Hardware
01/04/2019	Easywebsites	4	4080	80.40	13.40	67.00	Website/emails
18/04/2019	Peoples Pension	5	4000	100.95		100.95	Pension payments
18/04/2019	C&W Berry	6	4570	65.63	10.95	54.68	Hardware
18/04/2019	E-on	7	4500	4.63	0.22	4.41	Electric - Christmas tree
18/04/2019	Eccleston Electrical	8	4390	682.80	113.80	569.00	Install defib Mgreen
18/04/2019	Eccleston Electrical	9	4390	1418.41	236.40	1182.01	Supply changes to lamps
18/04/2019	LCC	10	4380	75.05	12.51	62.54	Heritage signage
18/04/2019	CBC	11 new		313.26	52.21	261.05	Hedge cutting
18/04/2019	Play & Leisure	12	4570	127.20	21.20	106.00	Parts play equip
18/04/2019	Play Inspection Co	13	4570	312.00	52.00	260.00	Annual Inspections
18/04/2019	CBC	14	4220	5461.73		5461.73	Election costs May18
18/04/2019	Myerscough College	15	4075	148.00		148.00	Training employees
18/04/2019	Wickes	16	4570	-38.00	-6.33	-31.67	Hardware
18/04/2019	SSE	17	4500	109.51	5.21	104.30	Electricity at Pavilion
18/04/2019	PVC Safety Signs	18	4570	25.07	4.18	20.89	Signs
18/04/2019	Cardiac Science	19	4390	750.00	125.00	615.00	New cabinet
18/04/2019	SM Sheet Metal Ltd	20	4570	36.00	6.00	30.00	Gate springs
18/04/2019	Weldbank Plastics Co Ltd	21	4570	418.50	69.75	348.75	Black bags
18/04/2019	Amazon	22	4570	52.97	8.83	44.14	Gloves
18/04/2019	Amazon	23	4570	12.28	2.05	10.23	Paint
18/04/2019	Amazon	24	4570	59.54	9.92	49.62	Rakes
18/04/2019	Land Registry	25	4080	3.00		3.00	Search
18/04/2019	ICO	26	4080	40.00		40.00	License
18/04/2019	Tesco	27	4570	41.97	7.00	34.97	Fuel
18/04/2019	JRB Enterprise Ltd	28	4570	352.80	58.80	294.00	Doggy bags
18/04/2019	Robert Acton Products	29	4570	267.60	4.60	223.00	Litter pickers
18/04/2019	Employee 1	30	4000/70/80	1573.25		1573.25	Salary Apr19
18/04/2019	Employee 2	31	4000/70	745.67		745.67	Salary Apr19
18/04/2019	Employee 3	32	4000/70	911.90		911.90	Salary Apr19
18/04/2019	Employee 4	33	4000/70	840.17		840.17	Salary Apr19
18/04/2019	Employee 5	34	4000/70	614.46		614.46	Salary Apr19
18/04/2019	Employee 6	35	4000/70	612.70		612.70	Salary Apr19
18/04/2019	HMRC	36	4000	805.86		805.86	Tax&NI Apr19
18/04/2019	GGM	37	4570	239.14	39.86	199.28	Vacuum service/repairs
18/04/2019	CBC	38 new		23.48		23.48	Land search
				<u>17390.27</u>	<u>864.61</u>	<u>16475.66</u>	

Allotment Working Group – recommendations:

1. Full Council agree to proceed with the project to lease and provide an allotment site in Euxton (lease contents/details to be finalised at a later date)
2. Full Council create an Allotment Committee and approve the draft terms of reference for this committee (attached)

EUXTON PARISH COUNCIL

ALLOTMENT COMMITTEE

Status

The Allotment Committee will be a Standing Committee, not a project committee, as it will be required in the future, when the site is up and running to be still active.

Responsibilities

The Allotments committee of the Council is tasked:

- To progress the identification, creation and building of an allotment site
- Fulfill all the requirements needed to carry out this project such as
 - Seek assistance through Personnel Committee for officer assistance
 - Investigate and appoint architects and civil engineers
 - Obtain planning, and any other, permissions required
 - Set out future procedures to handle tenants and policy documents
 - Set out costs of project and site running costs
- Put in systems and mechanisms for the future running of the site

Objectives

- Provide an allotment site for residents of Euxton
- Put in place all the necessary legal agreements and papers required to run an allotment site, including tenancy agreements etc
- Report to Council its progress
- Set out future requirements and remits of the committee
- Seek grant funding or support where possible

Delegation and Finance

The Allotment Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

All legal agreements and decisions involving long term commitment by the Council will be taken to Full Council, eg, the Lease agreement.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Committee's responsibilities and objective.

The budget for the Committee is named 'Allotment' but, the construction/infrastructure elements of the project will come from CIL receipts and a request to Council will be made when these figures are revealed.

The Committee is to prepare a budget proposal, for any major/new/additional projects items which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

- The Chairman of the Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Committee will receive an agenda and papers for each meeting convened
- All other Councillors can view the agenda online, papers would be available on request

Quorum and Membership

- The Committee will consist of the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from the Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee



Euxton Parish Council

Report of the Standing Orders Working Group

Subject: Revised Standing Orders
Date of Meeting: 19 April 2019
Purpose: For the council to consider the adoption of a new instrument of standing orders

BACKGROUND

At the February 2019 meeting a draft set of standing orders was tabled for consideration. The council requested some minor amendments and this report covers those requested changes.

SUMMARY OF PROPOSED CHANGES

Summary of change	Rationale for change
Generally – all references to Chairman replaced with Chairperson	Consistency
Section 1 – Council Business and Meetings	This section broadly follows the structure of the current standing orders, but changes are proposed as below
Section 1.4.2.2.subject to standing order 1.9 below, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;	() replaced with “7” as requested
Section 1.15.4 - If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].	Removed as considered superfluous
Section 2 – Admission of the Public and Press	
Section 2.2 - public speaking in the 'body' of the meeting	Changes made to the “side paper” – Rules at Meetings - appended to this report to ensure that the information given to the public about their rights to speak etc aligns with the standing orders

RECOMMENDATION

That the revised standing orders tabled by the Standing Orders Working Group and the revised Rules at Meetings be adopted with immediate effect.

A PARISH COUNCIL MEETING

By law a Parish Council is required to abide by certain legal regulations. The following may offer some assistance to members of the public to understand how a Council Meeting works.

How is the Council made up?

A Parish Council is elected by the electorate of the area to serve as a body to decide upon and provide local facilities and fulfil requirements.

Euxton Parish Council is made up of 18 Councillor seats, managed by a Chairperson.

How are Meetings called and conducted?

By law, an agenda for a Parish Council meeting must be posted in a public place three clear days prior of the meeting date, similarly Councillors require three clear days notice and so is sent out a week before. Only business contained within the agenda can be considered at the meeting.

A Parish Council meeting is open to the public to attend, but is not a public meeting. This means that the meeting is held for the Council to conduct its business, in an atmosphere conducive to working and the public are permitted to attend to watch and listen to proceedings.

Are Residents allowed to speak or contribute?

It is not a necessity or requirement in law that the public are allowed to speak at a Parish Council meeting, but it is often good practice for a Parish Council to allow a section of time at the beginning, within or at the end of a meeting to hear residents' views. Euxton Parish Council does, when residents attend, set aside time for them to speak ~~and the Council must 'suspend Standing Orders' to create the necessary gap in the official meeting for the public to contribute.~~

~~The public should note that councillors are not bound to answer any questions asked "there and then" and may defer to a written answer which would be published on the council website and may be promoted via social media. Under no circumstances will any decisions be made by the Council during the public session – a matter that arises under the public session may be added to the agenda of a subsequent council meeting or committee for full an proper consideration by members and ensure full notice of the matter to the public not at the meeting. The rules of debate during the public session are clear and are set out in the council's Standing Orders~~

The public will be allowed to speak, at the given time, as long as it is clearly understood that they must not take part at any other time (see guidance overleaf).

What are Standing Orders?

These are a set of instructions to regulate the Councils business and proceedings, besides the statutes and laws laid down by Government, which govern how a Parish Council runs.

The term used by the Council, 'suspend Standing Orders' means it is suspending the official Council Meeting to allow it to be opened up for the public to offer its contribution before 'restoring Standing Orders' which is when it becomes again the official meeting and the public must not take part.

What about 'bad behaviour' at a Council meeting?

Councillors are bound by the Local Government Code of Conduct for Councillors and the Council's Standing Orders. They must conduct themselves properly and abide by the Chairperson's rulings. If not, they can be asked to speak no longer, be asked to leave the meeting, or be removed.

Members of the public disturbing a Council meeting will be asked by the Chairperson to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting, or be removed.

If a meeting becomes unmanageable because of interruption, or impossible to be continued due to disturbance or disregard for the Chairpersons instructions the Council can and will resolve to either close the meeting for a period of time or have the meeting recalled for another date.

Procedure for **A MEMBER OF THE PUBLIC** to speak or raise issues at Council meetings?

If at all possible, or feasible, make a call prior to the meeting to the Clerk to inform you wish to speak or raise an issue at a forthcoming Council meeting. This is because, if there is information the Clerk can bring along to the meeting or research before the meeting which may help with the query or the Councillors - the Clerk will be able to do this.

If you wish to raise an issue at a meeting.

1. Try to speak to the Clerk or Chairperson prior to the meeting start to inform you wish to speak or raise an issue in the public section, or if it is regarding a specific agenda item.
2. When the meeting reaches the agenda item of 'public participation', the Chairperson will announce that ~~suspend the meeting and~~ members of the public will be allowed to speak. At this point Councillors should not interrupt or debate issues with the public, but sometimes, if it is counter-productive not to, they may respond, but debate or long discussions should not take place between the public and the Council as this is the 'public' section. The Chairperson may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall the public participation

Item 8

section of the agenda will typically be limited to 20 minutes although the Chairperson may at their discretion extend this

3. When all the members of the public have spoken in the public participation section or the time period has elapsed, whichever is the sooner, the Chairperson will resume the meeting/move onto the next item on the agenda.
4. At this point/During the public participation the Council may discuss/consider the item(s) raised by the public, and consider/determine:
 - a) if it is a matter the Parish Council can legally consider and make any decisions on;
 - b) if it is a matter which can be referred by the Clerk to another authority, or;
 - c) if it is an item which will need a Council decision or expenditure and so would need to go onto a future agenda. The item will then be referred to a future agenda.

No legal decisions or expenditure can be made on any item raised at a meeting (by public or Councillor) because the item would not have been legally notified on an agenda in advance to the electorate or the Council.

Notes for Councillor consideration:

If the item being raised in the public section is of 'personal or prejudicial' interest to yourself, because maybe you live close, or will be affected etc. - you should be mindful to consider if you need to declare that interest officially and abide by guidance as to 'declaring an interest'.

The 'public participation' section is the opportunity for the public to interact with the Council and the time set aside should be regarded as the public's time. Debating or disagreeing with points within the public section will eat into this time, and Councillors should be mindful that the standing orders have been suspended and any 'Council' debate should be held until the standing orders have been restored or and should be discouraged until, the item is brought onto a future agenda for debate and decision.

Approved by Council 21/01/10