

**BISHOPSTONE PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 8th March 2018 at 7.35pm.**

MINUTES

Present : Parish Councillors : J Gibbon (JG) (Chairman)
A Thorne (AJT) (Vice Chairman)
G Brutton (GRB)
Mrs A Smith (AS)
P Edwards (PE)

Parish Clerk: M R Ash (MRA)

Wiltshire Councillor Jose Green

Also present: Mr R Barrett
Mrs J Barrett
Mr R Stockton
Mr R Goodfellow
Mrs J Goodfellow
Mr C Goodfellow
Mr M Bundy
Mrs S Bundy
Mrs S Steedman
Mr J Steedman
Mrs P Abbott
Mr R Abbott
Mrs K Pendlenton
Mrs C Ash

1. Apologies for Absence

There were apologies for absence from Councillors Foster and Barter.

2. Declarations of interest

There were none.

3. Approval of Minutes of the meeting on 11th January 2018

There were no corrections to the minutes of the meeting held on 11th January 2018. AS proposed that the minutes be approved; this was seconded by GRB and agreed.

4. Matters Arising from the Minutes, including Action Plan.

- **Speeding on A354.** Nothing further had been heard in relation to this matter and it was agreed to delete it from the Action Plan.

- **Fencing on west side of Recreation Field.** AJT reported that a quote for £1560.00 had been obtained to renew this fence. This would include two “stiles” to allow access to the adjacent field to allow balls to be retrieved. This arrangement would need to be cleared with the farmer concerned (Mr A Draper).
- **High Road Drains.** MRA said that while some of the drains along the High Road had been cleared, problems remained in relation to the drain by the crossing near the Butt Lane junction. It was agreed to take this matter up again with Wiltshire Council.
- **Garden Extensions.** GRB said there was nothing further to report at this time.
- **Road Signs for Mill Lane.** MRA confirmed that it was expected that these signs would be erected during March.
- **Speeding.** Cllr Piers Edwards and Mr Roger Stockton reported on the further consideration they had given to the problem of persuading Wiltshire Council of the need to extend the 30mph speed limit on Broad Chalke Road to the west of the White Hart and the steps that might be taken to persuade drivers to slow down in the village “back roads”. Wiltshire Council has rejected the case for extending the 30mph zone a number of times over the years, including, most recently, when that case was backed by John Glen MP. It is clear that additional evidence will be required if the case is going to be put forward again. This means collecting information on the speed of vehicles and information on any accidents, near misses etc involving vehicles and pedestrians and any other users of the road (such as horses and riders). MRA said that this had been tried in 2013 and no incidents had been reported. Nevertheless it was agreed to place a further notice about this in STaB and on the website.

MRA said that, following the rejection of the most recent request for an extended 30mph limit, Wiltshire Council Director of Highways had suggested that drivers should at least be encouraged to observe the 40mph limit by deploying the village Speed Indicator Device and using the Community Speed Watch Team in that location. Agreement had now been reached with Highway Engineers as to the location of the SID and arrangements to start using that near the White Hart were being made. Use of the Speed Watch in this location required agreement from the police and the first stage involved using a Metro Counter to count the number and speed of vehicles in this section of the road. That count had been arranged to take place during March. The data obtained by the Metro Count might also be useful in providing further evidence for an extension of the 30mph limit.

As regards the other roads in the village, Roger Stockton said that as previous requests to introduce speed limits on these roads had failed, other options, such a leafleting campaign targeting drivers and more informal signs should be considered. MRA said that any attempt to introduce 20mph limits was unlikely to succeed. However, he had now had a discussion with one of Wiltshire’s Highway Engineers and they had suggested that Metro Counts might also be undertaken on these roads to establish the actual speed of vehicles using them. This might provide a justification for at least a 30mph limit. This step had previously been ruled out on cost grounds but it would appear that this was no longer likely to be an issue. It was agreed that arrangements would be made to identify four locations for Metro Counts and a request for counts to be undertaken would be submitted to Wiltshire Council.

5. Public Question Time.

No matters were raised.

6. Report by Councillor Jose Green.

Cllr Green apologised for the fact that she had been unable to arrive in time for the Annual Parish Meeting. Her report is attached at Appendix A.

7. Chairman's Items

JG said that he was determined to ensure that discussion at Parish Council meetings was limited to issues that required consideration by the Parish Council and to reduce repeated discussion of matters about which the council could do very little. It was also desirable to encourage others in the community to help deliver the increasing burden of responsibilities being placed on the Council and its Clerk.

8. Parish Clerk's Report

- **Re-appointment of representative to the trustees of the Rev Augustus Montgomery Coal Charity.** Mr Reg Barrett had said that he was prepared to continue as the Parish Council representative on the trustees of this charity. JG thanked Mr Barrett for his work on behalf of the Parish Council and proposed that he be re-appointed, this was seconded by GRB and agreed.
- **Amendment to Standing Orders.** MRA said that it had been suggested that, in order to improve the consideration of business at meetings of the Parish Council, a change should be made to the standard agenda to remove the item, usually at the end of the agenda, for "Questions or statements from Councillors and any further questions from members of the public". The "Public Question Time" item earlier in the agenda would remain as the opportunity for members of the public to ask questions or raise matters for consideration by the Parish Council. If issues arise in discussion of later agenda items for which a contribution from members of the public is likely to be helpful, this could be allowed by the Chairman. There were also some other sections of the Council's Standing Orders that needed to be brought up to date. He had therefore circulated proposals for amendments to Councillors (paper at Appendix B to these minutes).

MRA said that the process for amending Standing Orders was somewhat lengthy. The Orders provide (para 51) that:

"A motion to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. It will then become an agenda item and may be passed by a simple majority of all members present and voting at the meeting. "

JG proposed that the amendments to Standing Orders set out in the paper circulated to Councillors be adopted. This motion was seconded by PE. This motion will stand adjourned to be considered at the meeting in May 2018.

- **High Road Footpath.** The new footpath alongside the High Road had been damaged when a 4x4 vehicle with only three wheels was abandoned on it and it had been further damaged by the breakdown vehicles sent to extract the abandoned vehicle. He had received a quotation of £275 + vat for repairs from the company that had built the path. He considered it a waste of time to try to seek recompense from whoever was responsible for the damage and recommended that the repairs be undertaken. This was proposed by GRB, seconded by PE and agreed.

- **Parish Steward.** MRA said that in order to reduce the burden on him in drawing up the programme of work for the Parish Steward it was desirable to seek volunteers to identify what needed doing (potholes etc) in different parts of the village. He would be putting a request on this in STaB.

9. Planning Matters

There were none.

10. Questions or statements from Councillors and any further questions from members of the public.

A question was raised, by Mr C Goodfellow, concerning the adequacy of snow gritting in Whitlock Rise during the recent bad weather. He felt that the Snow Warden, Cllr Thorne, could have done more. Cllr Thorne said that there was no point in gritting until snow had been cleared from surfaces and the Parish had no equipment for doing that. The equipment provided by Wiltshire Council comprised a “spinner” for spreading grit. He had gritted all the road junctions in the village at least twice during the day once the snow had stopped falling. This was all voluntary effort and if residents were dissatisfied with what had been done they might consider lending a hand. It was only after completing these tasks that he had assisted with ferrying medical staff to Salisbury Hospital. The Chairman said that the Parish owed Cllr Thorne a debt of gratitude for all he had done and that the criticism, and the way it had been put, was wholly inappropriate. This sentiment was widely supported by the meeting.

11. Date, location and time of next meeting.

The next meeting of Bishopstone Parish Council will be in the Village Hall on Thursday 10th May 2018 at 7.30pm.

The meeting closed at 8.30pm.

Signed as an accurate record:

.....

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Chairman

Date

**BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 8th March 2018**

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED ✓
Arrangements for erecting new fence on west side of Recreation Field to be cleared with Mr A Draper.	MRA	
Wiltshire Council to be requested to clear the drain by the crossing on the High Road.	MRA	
Notice to be included in STaB on vandalism in the village.	MRA	✓
Further consideration to be given to the case for extending the 30mph speed limit in Broad Chalke Road. Notice to be published in STaB asking for reports of any road accidents etc to be sent to the Clerk.	PE/MRA	
Consideration to be given to using CSW and SID in 40mph area.	JG/MRA	✓
Wiltshire Council to be requested to carry out Metro Count in four locations on village roads.	MRA	
Response to be sent to STaB re Wilton sign	MRA	✓
Notice to be placed in STaB re dogs not under control when accompanying horse riders.	MRA	✓
Note to be sent to Rev Jenny Taylor regarding re-appointment of Mr R Barratt as the Council's representative on Rev Augustus Montgomery Coal Charity trustees.	MRA	
Repairs to footpath to be commissioned.	MRA	
Notice to be placed in STaB seeking volunteers to help with Parish Steward scheme.	MRA	

Appendix A**CLLR JOSE GREEN'S ANNUAL REPORT.**

Yet again this last year has flown by. What I have noticed, more than ever before, is that my work has become a lot more 'political'. Whether this is as a consequence of Brexit and reflecting the National climate who can say? but it is noticeable how much more awareness and interest residents have. My case work has increased considerably, most of which is very sensitive and therefore much more emotive.

As I write this there is a heavy blanket of snow covering the landscape, this triggers thoughts of those most vulnerable amongst us and whom in some cases we need to look out to. With exceptionally cold temperatures we all need to be aware of what we should or shouldn't do. Wiltshire Council, as all Local Authorities have, has a role to play in emphasising precautions and preventative tips for most situations that we residents face. A recent study showed that 200,000 UK pensioners had not had a conversation with a friend or relative in more than a month and right now more than 9 million people in the UK say they regularly feel lonely; the impact on this is one of the biggest demands and costs to the NHS. It has been said that loneliness can be as bad for your health as smoking 15 cigarettes a day. We must do all we can to help combat this issue and the most efficient way is to support the many groups, Health and Wellbeing initiatives, clubs, village halls and organisations we can. Through the SWW Area Board, and it has been my role to be Chair this last year, we consider the funding and support of many communities that request help to enable them to remain sustainable.

It might be worth noting that Wiltshire has 253 Town and Parish Councils, the 2nd highest number in the Country all of which have their own way of working and special characteristics. There are 3 AONB's, 240 Conservation Areas and over 16,000 Listed Buildings, a good majority of those being in the South. Wiltshire Planning Authority is the 3rd largest in the UK by applications processed. This takes up a great deal of my time and I realise I cannot please every one on this particularly emotive issue.

Wiltshire has the 3rd highest number of people aged 65 years and over in the Country, (100k of our 488k population) this is likely to rise by around 25% in the next 5 years, therefore the demand is high and is increasing. Transforming what WC do to meet the unprecedented growth in Children's and Adult Social Care services is of vital importance, hence the ring fenced Social Care Levy of 3% for the 2nd year following to address this demand. Already greater integration between Health and Social Care Services is well underway, bringing early help, Safeguarding and Assessment together to reduce duplication, excess time and the frustration for the customer or patient. This will result in a more efficient and joined up service that delivers with a clearer pathway forward. The Help to Live at Home scheme has enabled around 6:500 people to stay independent.

Public Health is a department that deals with many diverse issues, too many to mention at this time but it can be anything from noise, dust and smoke to health matters that need to be highlighted to enable us all, hopefully, to help ourselves. The Dementia Awareness programme is progressing well with more villages and Towns joined up to the Safe Places initiative. Salisbury Cathedral has become a Safe Place with church services directly involving carers and their loved ones who are living with various forms of Dementia.

At this moment in time WC is proactively highlighting the cervical cancer screening programme. Nationally, there is a 20 year low on take up by women after receiving an invitation to attend a clinic. WC works closely with the NHS, GP's and Wiltshire CCG's and this is just one example. Another health concern is that in Wiltshire more than 60% of our adult population are overweight or obese. 20% of children starting school are also considered overweight, as you know this could lead to serious problems later in life. WC promotes Health and Wellbeing for residents and I'm pleased to say the take up of the exercise and fitness classes at the Nadder Centre in Tisbury is increasing well. £41million has been spent on new facilities across the County.

Can I once again compliment the 6,000 volunteers helping to deliver Council services across Wiltshire,

including locally based flood wardens, people who help clear and maintain our ROW's, sports coaches, the 868 people who support the library service and the community Litter Picks which helps to reduce the £2.5 MILLION WC spends each year on picking up the rubbish others so selfishly dispose of. Prosecutions are now regularly taking place. Single use plastic is a thing of the past in all Council buildings and constant publicity is given about cups, drinking straws, teabags, microbeads, wipes disposal, plastics and packaging. I shall be updating you on the future waste service as it comes in later in the year.

At a risk of prolonging my report further can I finally say that I'm acutely aware of the many Highways issues. £21 million has been budgeting again this year. Amongst other things this maintains the 15% of the 4:500 Kms of roadways across the County to continue the resurfacing programme. The My Wiltshire App is still proving to be the most efficient way to report works required. I'm pleased the 20mph schemes that have been requested by villages have been supported as also the Speed Indication Cameras which will be in situ before too long.

My sincerest thanks to the PC and particularly each Councillor who is very supportive of me. Please be assured I listen to each and every one of those who contact me and I shall endeavour to do all I am able to ensure I am a voice for you all.

Kind regards,
Jose Green.

Appendix B

BISHOPSTONE PARISH COUNCIL AMENDMENT TO STANDING ORDERS

1. It has been suggested that, in order to improve the consideration of business at meetings of the Parish Council, a change should be made to the standard agenda to remove the item, usually at the end of the agenda, for “Questions or statements from Councillors and any further questions from members of the public”. The “Public Question Time” item earlier in the agenda would remain as the opportunity for members of the public to ask questions or raise matters for consideration by the Parish Council. If issues arise in discussion of later agenda items for which a contribution from members of the public is likely to be helpful, this could be allowed by the Chairman.

2. This change will require an amendment to the Parish Council’s Standing Orders. The Standing Orders contain a paragraph (5) which says:

“At the start of each Council meeting there shall be a short period during which any resident of the Council’s area, or anyone who practises any trade or profession or is employed within the area, may raise any matter relevant to the Council, its functions or the parish. At the end of the meeting there will be a further short period for any of those present to raise any additional matters not discussed as items on the agenda.”

The amendment would be to delete the last sentence.

3. However, one further change is desirable because para 6 of Standing Orders says:

“Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.”

Whilst “permitted” implies that they can only do this with permission, I think it would also help to insert “at the discretion of the Chairman” after “permitted”.

4. Whilst amendments are being made to the Standing Orders there are a couple of other changes that should be considered.

- (i) paras 14 and 15, which refer to meetings of the Council, both state that meetings shall begin at 8.00pm. That is not now the practice. Rather than amending these paragraphs to insert “7.30pm” I suggest that the relevant sentences be deleted entirely. I see no particularly good reason for the start time of meetings to be fixed in Standing Orders – start times are widely publicized before meetings – and it would be better to have flexibility to start meetings as required. If you felt it necessary, it would be possible to insert a sentence along the lines of: “The start time of meetings shall be agreed at the immediately preceding meeting and publicised in the minutes of that meeting and on the relevant agenda.”
- (ii) the section of Standing Orders dealing with the consideration of planning applications (paras 30 and 31) reflect previous practice when hard copies of

applications were circulated and written comments inserted in a cover sheet. Councillor consultation now takes place electronically. Suggested amendments are included in the attached.

5. Proposed amendments are indicated in the attached copy of the Standing Orders. Unfortunately, it will take a little time to implement these changes. The Orders also provide (para 51) that:

“A motion to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. It will then become an agenda item and may be passed by a simple majority of all members present and voting at the meeting. “

So if a motion is proposed at the March meeting to vary the SOs it will not be voted on until the May meeting and become operative for the meeting in July.

Mike Ash
Clerk
March 2018

BISHOPSTONE PARISH COUNCIL**STANDING ORDERS**

These Standing Orders were adopted by the Council at its Meeting held on 12 September 2013.

General

1. Meetings shall take place in Bishopstone Village Hall or suitable alternative premises, if the Village Hall is not available, not being premises which are used for the supply of alcohol.
2. At least 3 clear days shall be given for the notice of a meeting (excluding Sundays and Bank Holidays).
3. Public notices will be posted in conspicuous places and on the village website informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting.
4. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
5. At the start of each Council meeting there shall be a short period during which any resident of the Council's area, or anyone who practises any trade or profession or is employed within the area, may raise any matter relevant to the Council, its functions or the parish. **At the end of the meeting there will be a further short period for any of those present to raise any additional matters not discussed as items on the agenda.**

[proposed change: delete]

6. Members of the public are permitted [insert: "**at the discretion of the Chairman**"] to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
7. Any person speaking at a meeting shall address their comments to the Chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
8. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.

Councillors

9. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council.
10. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
11. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity and it shall be recorded in the minutes.
12. No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
13. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

Meetings of the Council

14. In an election year the ANNUAL meeting of the Council shall be held within 14 days of the election, normally on the second Thursday in May. In any other year the meeting will be held on the second Thursday in May. **The annual meeting shall begin at 8.00pm.**

[proposed change: delete]

15. The ORDINARY meetings of the Council shall be held on the second Thursday of January, March, July, September and November of each year **at 8.00pm.**

[proposed change: delete]

Extraordinary Meetings of the Council

16. The Chairman of the Council may at any time call an extraordinary meeting of the Council.
17. If the office of Chairman is vacant, or if the Chairman is unable to act for any reason, the Vice-Chairman of the Council may at any time call an extraordinary meeting of the Council.
18. Any two members of the Council may call an extraordinary meeting of the Council if a requisition for such a meeting signed by those members has been presented to the Clerk.
19. Where any person or persons decide to call an extraordinary meeting of the Council, that decision shall be signified to the Clerk together with the business to be transacted by the person or persons concerned. The Clerk shall thereupon ensure that the notices

and summonses giving three clear days' notice of the extraordinary meeting are published and sent as soon as practicable.

Chairman of Meeting

20. The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
21. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected. The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the annual meeting of the Council.
22. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
23. If it is necessary to choose a member of the Council to preside in the absence of the Chairman and Vice-Chairman the Clerk shall call for a nominee from the floor to take the chair.
24. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

Proper Officer

25. Where a statute, regulation or order confers functions or duties on the proper officer of the Council, that person shall be the Clerk. Amongst other things the Council's Proper Officer shall do the following:
 - i. Serve on Councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.
 - ii. Give public notice of the time, date, venue and agenda.
 - iii. Keep minutes of the meeting (or by other nominated person in the Clerk's absence). The minutes which are circulated will be draft minutes until they are approved by the Parish Council at their next meeting and signed by the person presiding at that meeting.
 - iv. Make available the minutes of meetings for public inspection, including posting on the village website.
 - v. Receive and retain copies of byelaws made by other local authorities.
 - vi. Receive and retain declarations of acceptance of office from councillors.
 - vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - viii. Keep proper records required before and after meetings;
 - ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiii. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. Refer a planning application to members of the Council in accordance with standing order [] if the planning application requires consideration before the next ordinary meeting of the Council.
- xv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

Voting

25. Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business.
26. Subject to (a) and (b) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
- (a) If the person presiding over the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of Office he may not give an original vote in an election for Chairman.
 - (b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
27. When an existing Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor – not put up for election – must take over the Chair until after the election.

Order of Business

28. At each ANNUAL meeting the first business shall be:
- (i) to elect a Chairman.
 - (ii) to receive the Chairman's declaration of acceptance of office.
 - (iii) to fill by co-option any vacancies left unfilled at the election by reason of insufficient nominations.

- (iv) to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
 - (v) to elect a Vice-Chairman.
 - (vi) to appoint committees.
 - (vii) to appoint representatives.
29. At ORDINARY meetings the first business shall be to appoint a Chairman for the meeting if the Chairman and Vice-Chairman be absent. After the first business has been completed (if required), the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- (i) to receive apologies for absence.
 - (ii) to receive declarations of personal and prejudicial interests.
 - (iii) to consider matters, if any, raised by members of the public.
 - (iv) to read and approve the minutes of the previous meeting(s) as a correct record, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read. After consideration to approve the minutes as a correct record which is signified by the person presiding signing a copy of the minutes.
 - (v) to discuss matters arising, if any, from the last meeting.
 - (vi) to receive any report from the Wiltshire Councillor, Local Police Representative or representative of other public bodies present.
 - (vii) to consider any matters raised by the Chairman.
 - (viii) to receive any reports from the Clerk.
 - (ix) to progress business items.
 - (x) to authorise the signing of orders for payments.
 - (xi) to receive petitions, notice of which has been given under standing order [].
 - (xii) to consider motions, notice of which has been given under standing order [].
 - (xiii) to consider any planning applications.
 - (xiv) to consider any other matters raised by Councillors or members of the public.
 - (xv) any other business specified in the summons.
 - a. A motion to vary the order of business on the ground or urgency:

- i. may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- ii. shall be put to the vote without discussion.

Planning Applications

30. The Parish Clerk shall **record the details of all planning applications received for consultation – date, reference number, location, nature – and update that eventually with the decision and date.**

[proposed change: delete and replace with: “retain copies of all consultations on planning applications and of the comments submitted by the Parish Council”.

31. **A circulation sheet stating the deadline for return to the Clerk shall be attached to the planning application file before the file is circulated to all members for their written comments to be added. Any member wishing to make a personal comment directly to the planning authority shall state the fact on the sheet.**

[proposed change: delete and insert: “The Parish Clerk will circulate details of the planning application to all members for their comments. Any member who intends to make a personal comment direct to the planning authority shall inform the Parish Clerk.”]

32. Where a meeting of the Council falls within the consultation period a decision as to the views of the Council will be reached at the meeting and subsequently communicated by the Parish Clerk to the Local Planning Authority.
33. Where the consultation period does not coincide with a meeting of the Council the decision as to the views of the Council shall be delegated to the Parish Clerk in consultation with the Chair. In reaching his decision the Clerk shall reflect the members’ comments and shall e-mail the decision to the planning authority with a copy to members.
34. Any member disagreeing with the response shall consult the Chairman immediately so that urgent action may be decided.

Disorderly Conduct

35. (a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such manner as to scandalise the Council or bring it into contempt or ridicule or act in such a manner as to breach the Code of Conduct adopted by the Council.
- (b) If, in the opinion of the Chairman, a member has breached the provisions of paragraph (a) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- (c) If either of the motions mentioned in paragraph (b) is not observed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce the decision.

Discussion and Motions affecting employees of the Council

36. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded.

Expenditure

36. Subject to any provision within the Council's Financial Regulations, orders for the payment of money shall be authorised by resolution of the Council. Cheques shall be signed by the Chairman of the Council plus two other Councillors.

Committees

37. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- a. shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - b. may appoint persons other than members of the Council to any committee.
38. The Chairman and Vice-Chairman ex officio shall be members of every committee.
39. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
40. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee or Council as appropriate at any time by requesting the Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
41. Every committee may appoint sub-committees for purposes to be specified by the committee with the terms of reference specified by the committee.
42. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
43. The Standing Orders regarding the calling and procedures of meetings of the Council shall apply to committee and sub-committee meetings insofar as they can be applicable unless they conflict with more particular standing orders relating to committees.

Voting in Committees

44. Members of committees and sub-committees entitled to vote shall vote by show of hands.
45. The Chairman of any committee or sub-committee shall in the case of an equality of votes have a second or a casting vote whether or not he has exercised his original right to vote.

Inspection of documents

46. A member may for the purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or any committee.
47. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council. Minutes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.

Unauthorised activities

48. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
 - a. inspect any lands or premises which the Council has a right or duty to inspect;
or
 - b. issue orders, instruction or directives unless authorised to do so by the Council or the relevant committee or sub-committee.

Voting on appointments

50. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is no absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

Variation and revocation of Standing Orders

51. A motion to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. It will then become an agenda item and may be passed by a simple majority of all members present and voting at the meeting.

Standing Orders to be given to members

52. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office.

Appendix – Petitions, Motions and Rules of Debate

Petitions

1. Any member of the Council may present a petition signed by persons other than members of the Council, which is relevant to some matter in relation to which the Council has functions, or which affects the area of the Council or its inhabitants or some of them. A member wishing to present a petition at a meeting shall give two clear days notice of the intention to do so to the Clerk. Presentation of the petition shall be limited to no more than three minutes and shall be confined to reading out or summarising the prayer of the petition indicating the number and description of the signatories and making such supporting remarks as the person presenting it shall see fit. The petition shall either be referred to a committee or sub-committee or given to the Clerk for onward transmission to the appropriate person or body or stand referred to the next meeting of the Council, but shall not be the subject of discussion at the Council meeting to which it is presented.

Motions

2. Except as provided by these Standing Orders, no motion may be moved and no matter discussed unless the business to which it relates has been put on the agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the clerk at least eight clear days prior to the meeting.
3. Motions dealing with the following matters may be moved without notice:
 - (i) to appoint a Chairman of the meeting
 - (ii) to approve the minutes
 - (iii) to correct the minutes
 - (iv) to alter the order of business
 - (v) to proceed to the next business
 - (vi) to close or adjourn the debate
 - (vii) to refer a matter to committee
 - (viii) to appoint a committee or any members thereof
 - (ix) to adopt a report
 - (x) to authorise the sealing of documents
 - (xi) to amend a resolution
 - (xii) to give leave to withdraw a resolution or an amendment
 - (xiii) to exclude the public
 - (xiv) to silence or eject from the meeting a member named for misconduct
 - (xv) to suspend any standing order
 - (xvi) to adjourn the meeting

Rules of Debate

4. No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by inclusion in the minutes of the meeting which approves the minutes with corrections.
5. a motion shall not be discussed unless it has been proposed and seconded.

6. An amendment shall be either:
 - (a) to leave out words
 - (b) to leave out words and insert or add others
 - (c) to insert or add words.
7. Any amendment shall first be put to the proposer of the original motion for acceptance as part of the motion. If accepted by the proposer it becomes part of the motion without debate. If not accepted by the proposer of the original motion, debate on the amendment takes place. If the amendment is carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved. If no further amendment is moved, the motion as amended is deemed adopted by the meeting.
8. An amendment shall not have the effect of negating the motion before the Council.
9. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
10. Discussion on a motion is suspended whilst an amendment is debated and voted on.
11. A motion or amendment may be withdrawn by its proposer.
12. When a motion is under debate no other motion shall be moved except the following:
 - (a) to amend the motion
 - (b) to proceed to the next business
 - (c) to adjourn the debate
 - (d) that the question now be put
 - (e) that a member named be not further heard
 - (f) that a member named do leave the meeting
 - (g) that the motion be referred to a committee
 - (h) to exclude the public and press
 - (i) to adjourn the meeting
13. (a) The ruling of the Chairman on any point of procedure or interpretation of these standing orders is final.
 - (b) Members shall address the Chairman.

Closure

14. At the end of any speech a member may, without comments, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded the Chairman shall put the motion to the vote. If the motion 'that the question be now put' is carried, he shall call upon the mover of the original motion to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

Right of Reply

15. The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the original motion shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matters. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of motion

16. A member may, with the consent of his seconder, move amendments to his own motion.

Rescission of previous resolution

17. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof, delivered to the Clerk at least eight days before a meeting at which it is to be considered, bears the names of at least half the number of members of the Council.
18. When a special resolution moved following the provisions of paragraph (17) of this Order has been disposed of, no similar resolution may be moved within a further six months.

NOTE: These standing orders are derived from a version originally published by the National Association of Local Councils.