

# Spurstow Parish Council

## Notice to Councillors

Clerk: C Jones, Rose Cottage, Spurstow CW6 9TG [clerk@spurstow.org.uk](mailto:clerk@spurstow.org.uk)

12th March 2021

Note:- The Government has removed the legal requirement for local authorities to hold public meetings in person during the coronavirus pandemic under legislation enacted on 2<sup>nd</sup> April 2020 applicable to meetings held before 7<sup>th</sup> May 2021. Therefore, in line with Government Guidance, this meeting will be held remotely via Zoom. **You are hereby summoned to attend a meeting of the Council to be held on Wednesday 17<sup>th</sup> March 2021 at 20:00 remotely via Zoom.**

The Council welcome attendance by members of the public. Members of the public who wish to attend the meeting remotely should contact the Clerk to the Council via [clerk@spurstow.org.uk](mailto:clerk@spurstow.org.uk) to request the login details.

### **Agenda - Quarterly Council Meeting**

1. Apologies for absence.
2. Declaration of interests – Members to declare any interests under the following categories: - pecuniary, outside body, family, friend or close associate.
3. Approve the minutes of last meeting.
4. Members of the public - Open forum (15 minutes).
5. Planning:-
  - Holmleigh
  - The Gables
  - Castle View
6. Update from alternative ways to manage speed group, and A49 Camera location.
7. Representation of Spurstow Parish Council on the Sadlers Wells Woodland Committee
8. Highways Issues –
  - Flooding on Long Lane between the A49 and the Yew Tree area.
  - Damaged building at the junction of Badcocks Lane and the A49
9. Clerk's report
  - a) Parish Precept Arrangements & Taxbase 2021/22
  - b) The Council to consider authorising payments to hand totalling approx. £ 600.00, a detailed list will be provided before the meeting.
  - c) Litter Picking.
10. Chair's Report                      The Spurstow Support line has been very quiet and I wonder if we should decide to disband this, say June 21st? We could then publish that we are disbanding it in plenty of time and contact the other parishes so they can inform their residents.

## Extract from the Standing Orders of Spurstow Parish Council dated December 2016

### 1 - Meetings

a- Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

b- When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

c- 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.

d- Subject to standing order 1(c) above, 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.

e- The period of time which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 3 minutes.

f- Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.

g- In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

h- In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.

i- A record of a public participation session at a meeting shall be included in the minutes of that meeting

j- A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairman may at any time permit an individual to be seated when speaking.

k- Any person speaking at a meeting shall address his comments to the Chairman.

l- 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.

m- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.

n- In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

o- Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).

p- The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

q- Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

r- The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

s- Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t- The minutes of a meeting shall record the names of councillors present and absent.

u- If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

v- The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

w- An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

x- 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.

y- 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.

z- Meetings shall not exceed a period of 2 hours.

## **10 - Disorderly conduct**

a- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b- If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c- If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.