

GIMINGHAM PARISH COUNCIL

STANDING ORDERS

1. MEETING DATES

- 1.1 Meetings shall be held normally on the second Tuesday in each month. Meetings shall commence at 7.30pm unless prior notice given of change.
- 1.2 The Annual Meeting of the Parish Council in an election year, (the first meeting) will be held within fourteen days after the date of election and other years will be held on the second Tuesday in May.
- 1.3 The date of the Annual Parish Meeting will be agreed by the Council and will be held between March 1st and June 1st each year.

2. CHAIRPERSON

- 2.1 The Chairperson shall preside over the meeting and may exercise all the powers and duties of the Chairperson in relation to the conduct of the meeting.
- 2.2 In the absence of the Chairperson, the Vice-Chairperson shall preside and may exercise all the powers and duties of the Chairperson.
- 2.3 If both the Chairperson and the Vice-Chairperson are absent, the meeting shall appoint a Chairperson from those members present, and this person may exercise all the powers and duties of the Chairperson.
- 2.4 Three members of the Council constitute a quorum.

3 THE CLERK

- 3.1 The Clerk shall prepare the minutes of the Council meetings and circulate them to members within two weeks, when practicable.
- 3.2 In the event of the absence of the Clerk, the meeting shall appoint another for the purpose of recording that meeting.
- 3.3 The Clerk shall be appointed annually as the Responsible Financial Officer for the Council.
- 3.4 The Clerk shall receive declarations of acceptance of office, record notice of disclosure of personal or prejudicial interests receive and retain plans and documents, sign notices or other documents on behalf of the Council and sign summons to attend meetings of the Council.
- 3.5 If at a meeting there arises any questions' relating to the appointment, conduct, dismissal, salary or conditions of service of the Clerk it shall not be considered until the Council has decided whether or not the public shall be excluded.

4 MEETINGS PROCEDURE

- 4.1 The meeting shall follow the agenda as set, unless interrupted because of the arrival of a speaker/visitor or on the grounds of urgency due to a Councillor having to leave the meeting for a specific reason.
- 4.2 The Chairperson may open the meeting to the public to allow a member(s) of the public to make a comment. Opening of a meeting may only take place following a motion to do so and with the approval of the Council.
- 4.3 Each meeting shall not last more than two hours, with an option to the Council to continue for a further half an hour if necessary.
- 4.4 The use of recording equipment without the express permission of the Council during meetings is prohibited.

5 MINUTES

- 5.1 The minutes of the previous meeting will have been read by all Councillors and they shall be proposed by a member of the Council as a true and accurate record of that meeting and signed by the presiding Chairperson.
- 5.2 No discussion other than that of accuracy shall take place on those minutes.
- 5.3 A resolution or amendment of the minutes must be proposed and seconded and must not have the effect of negating the motion. An amendment shall either leave out words and/or insert them.

6 DISCLOSURE OF INTEREST

- 6.1 All members must declare a personal or prejudicial interest as soon as it becomes apparent to the Councillor. If the interest is personal the Councillor may take part in any discussion and vote. A Councillor declaring a prejudicial interest is allowed to speak during the meeting but is required to withdraw from the meeting whilst a decision is taken.
- 6.2 The Clerk shall record in the minute book particulars of any declaration of interest given by a member.
- 6.3 In compliance with the Parish Councils (Model Code of Conduct) Order 2001 – Statutory Instrument 2001 No. 3576 each Councillor must complete and submit to the District Council’s Monitoring Officer notification of Financial Interests and Other Interests. Councillors are individually responsible for ensuring these forms of notification are kept up to date.

7 COMMITTEES

- 7.1 The Council may at any time appoint a committee when it is felt necessary and either the Chairperson or Vice Chairperson should be a member of that Committee.

8 VOTING

- 8.1 Motions shall be put to the vote following a proposal by a member. Members shall vote by a show of hands, or, if at least two members so request by a signed ballot.
- 8.2 The Chairperson may vote on all matters put to the vote but in the case of an equality of votes may give a casting vote even if he/she gave no original vote.
- 8.3 If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to next business.
- 8.4 No decision (reached by a vote) can be voted on again for at least a period of six months.

9 PLANNING APPLICATIONS

The Clerk will receive email notification of planning via email from NNDC.

The Clerk will then forward this information onto all Councillors via email. It will be the Councillors responsibility to look online at the application as no paper plans will be supplied as of 1st April 2017.

The only exception to this will be for large applications.

As Gimingham Parish Council meets 6 times a year it is not viable to keep calling meetings in order to meet the deadlines set by NNDC.

Therefore there needs to be a way to determine planning online and to allow for Councillors holidays and other absences.

The Councillor(s) residing nearest to the site of the application may contact the nearest resident or residents to discover their reaction and report comments as appropriate to the Council.

Councillors should notify the Clerk of any comments/concerns or views with a copy to the Chair.

A minimum of 3 Councillors will need to respond giving their views with the majority decision being the one given to NNDC's Planning Department. Nil responses will be taken as "no objection or comment".

Delegated responsibility for this reporting decision is given to the Clerk who will make a summary of the Council's views and report back to the Council at the next available meeting or via email as appropriate.

If the Planning falls within the timescale of the next available meeting then, it will be considered by the Council then.

If the Planning application is contentious then the decision is with the Chair to call an extra-ordinary meeting or two Councillors to call a meeting as appropriate.

The Clerk will advise the Council of the response at the next Council meeting or via email.

10 RESOLUTIONS ON EXPENDITURE

- 10.1 Any resolution on expenditure should comply with the Financial Procedures of the Council. A copy of these Financial Procedures shall be held by each member of the Council.

11 ADMISSION OF PUBLIC AND PRESS TO MEETINGS

- 11.1 The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolution: “That in view of the special/confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded” and they shall be instructed to withdraw. (The special reasons should be stated). If a person’s advice or assistance is needed they may be invited (by name) to remain after the resolution is passed.
- 11.2 Any member may move a resolution to remove from the meeting room any person(s) constantly interrupting proceedings or behaving in an unruly or obstructive manner.
- 11.3 A member of the Council may decline to answer any question addressed to him/her other than set by the Chairperson.
- 11.4 Questions and statements from the public can only be made following a resolution, which is passed, that the meeting should be adjourned. The Council will normally set aside time for this at the end of each ordinary meeting. (See Standing Order 4.2)

12 OTHER BUSINESS

- 12.1 At the end of each meeting the Chairperson will ask for any matters that the Council wish to bring on the agenda for the next meeting. No decision can be made on items brought to the Council’s attention at this time.
- 12.2 Highway and other administrative matters brought to the Clerk’s attention at this time may be actioned by the Clerk.

13 REPRESENTATION ON OTHER BODIES

- 13.1 The appointment of a member(s) to represent the Parish Council on any other bodies will be confirmed at the Annual Meeting of the Parish Council.
- 13.2 Reports from members on the business of this body(ies) may be made verbally or in writing. All reports from other bodies must be made in writing and submitted to the Clerk: alternatively they may be made at the end of an ordinary meeting. (See Standing Order 11.4)

- 13.3 No Councillor shall act or appear to be acting on behalf of the Parish Council on any issue without the consent of a majority of the Parish Council. All letters on behalf of the Council shall be written only by the Clerk. Any other or similar communications on behalf of the Parish Council shall only be written with the consent of a majority of the Parish Council.

JUNE 2022