'SALT AND ENSON PARISH COUNCIL

STANDING ORDERS

Adopted at the meeting held on 3rd September 2014

Revised January 2015

Approved May 2016.
May 2017
July 2020
May 2021.

1 Meetings

a) Six meetings shall be held per annum, January, March, May, July, September, November at 7.30pm in Salt Village Hall, the May meeting to be the Annual General Meeting commencing at 7.00pm followed by the Annual Parish Meeting at 8.00pm.
b) When calculating the three days of notice of a meeting to councillors and the public, the day on which the notice was issued, the day of the meeting, a Sunday, 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 reasons. The publics' exclusion from part or all of the meeting shall be by resolution which shall give reasons for the publics' exclusion.
d) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
e) Any person speaking at a meeting shall address his/her comments to the Chairman.
f) 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.
g) In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of all or part of a meeting at which they are entitled to be present.
h) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice-Chairman.
i) 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 that meeting.
j) Subject to standing order all questions at a meeting shall be decided by a majority of the councillors present and voting thereon.
k) 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/her casting vote whether or not he/she gave an original vote.
l) Unless standing orders provide otherwise, voting on any question 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/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
m) The minutes of a meeting shall record the names of councillors present and absent.
n) The Code of Conduct adopted by the council shall apply to councillors in respect of the entire meeting.
o) 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.
p) 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 three.
q) 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.
r) An invitation to attend a meeting of the council shall be sent, together with the agenda to the elected Borough and County Councillors representing the electoral ward.

2 Ordinary Council Meetings

a) In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
b) In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
c) In addition to the annual meeting of the council, other ordinary meetings may be held in each year on such dates and times as the council may direct.
d) The election of the Chairman of the council shall be the first business completed at the annual meeting of the council.
e) The Chairman of the council, unless he/she has resigned or becomes disqualified shall continue in office for a period of two years after which time a new Chairman will be elected at the annual meeting.
f) The Vice-Chairman of the council, unless he/she resigns or becomes disqualified shall hold office for a period of two years after which time a new Vice-Chairman will be elected at the annual meeting.
g) In an election year, if the current Chairman of the council has not been re-elected as a member of the council he/she shall preside at the meeting until a successor has been elected. The current Chairman shall not have an original vote in respect of a new Chairman of the council but must give a casting vote in the case of an equality of votes.
h) In an election year, if the current Chairman of the council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the council and must give a casting vote in the case of an equality of votes.
i) Following the election of the Chairman and Vice-Chairman of the council at the annual meeting, business should be as follows:
   I. Election of other officers: Representative to Parish Councils Association.
      Representative to Village Hall Management Committee
      Highways Liaison Officer
      Publicity Officer
   II. Adoption of minutes of the last meeting of the council.
   III. Matters arising from ii
   IV. Review of Standing Orders and Financial Regulations
   V. Other business included on the agenda
   VI. Correspondence
   VII. Signature of cheques

3 Proper Officer

a) The council's proper officer shall be the Clerk.
b) The Clerk shall do the following:
   I. Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the council.
   II. Receive and retain declarations of acceptance of office from councillors and retain a copy of every councillors' Register of Interests and any changes made, and have copies available for inspection.
   III. Keep proper records before and after meetings.
   IV. Receive and send general correspondence and notices on behalf of the council unless there is a resolution to the contrary.
   V. Manage the organisation, storage of and access to information held by the council in paper and electronic form.
   VI. Serve on councillors at least three clear days before a meeting of the council, a committee or sub-committee, a summons by e-mail or postal delivery, confirming the time, place and agenda provided any such e-mail contains the electronic signature and title of the Proper Officer. If the council has a turnover below £25,000, the summons and agenda must be published on the council's website. If the council does not have a website arrangements should be made for publication on the principle authorities website. The summons and agenda may be issued to councillors via e-mail providing consent to e-mail service has been obtained, together with the e-mail address to be used. Councillors can withdraw consent at any time.

VII. Arrange for the prompt authorisation of any payments to be made by the council in accordance with the council's Financial Regulations.
VIII. Record all planning applications notified to the council and the council's response to the local planning authority,
IX. Refer a planning application received by the council to the Chairman or in his/her absence the Vice-Chairman of the council within two working days of receipt to facilitate an extraordinary meeting if the application requires consideration before the council's next ordinary meeting.

4 Motions not requiring Written Notice

a. Motions in respect of the following matters may be moved without written notice:

I. To approve the absence of councillors.
II. To approve the accuracy of the minutes of the previous meeting.
III. To correct an inaccuracy in the minutes of the previous meeting.
IV. To discuss matters arising from the minutes of the previous meeting.
V. To alter the order of business on the agenda for reasons of urgency or expedience.
VI. To proceed to the next business on the agenda.
VII. To close or adjourn debate.
VIII. To authorise the payment of monies.
IX. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct.
X. To adjourn the meeting.
XI. To answer questions from councillors.

5 Motions requiring Written Notice

a. No motion may be moved at a meeting unless it is included on the agenda and the mover has given written notice to the Clerk

6 Rules of Debate

a) Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
b) A motion shall not be considered unless it has been proposed and seconded.

7 Code of Conduct

a) All councillors shall observe the Code of Conduct adopted by the council.
b) Councillors with a prejudicial interest in relation to an item of business being transacted at a meeting may (1) make representations (2) answer questions and (3) give evidence relating to the business being transacted but must, thereafter, leave the meeting.

8 Questions

a) A councillor may seek an answer to a question concerning any business of the council provided reasonable notice of the question has been given to the Proper Officer

9 Minutes

a) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and counter-signed by the Proper Officer, and stand as an accurate record of the meeting to which the minutes relate.
b) If the Chairman of the meeting does not consider the minutes to be accurate he/she shall request an amendment accordingly.

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) 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/she may adjourn the meeting.

11 Financial Matters

a) Any expenditure incurred by the council shall be in accordance with the council's Financial Regulations.
b) The council's Financial Regulations shall be reviewed once a year.
c) The council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the council's functions.
d) All payments by the council shall be authorised, approved and paid in accordance with the council's Financial Regulations.
e) The Responsible Finance Officer shall supply to each councillor as soon as practicable after 31st March, 30th September in each year, a statement summarising the council's receipts and payments for each half year and the balances held at the end of that half year. The statement of Accounts of the council (which is subject to external audit) shall be presented to council for approval before 30th June.
f) The council shall approve estimates for the coming financial year at the January meeting.
g) The council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer, which shall include the following:
    I. The accounting records and systems of internal control
    II. The assessment and management of financial risks faced by the council
    III. The work of the Internal Auditor
    IV. The inspection by councillors and local electors of the council's accounts
    V. Procurement policies

12 Extraordinary Meetings

a) The Chairman of the council may convene an extraordinary meeting of the council at any time.
b) If the Chairman of the council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

13 Canvassing of and recommendations by Councillors

a) Canvassing councillors directly or indirectly for appointment shall disqualify the candidate for such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
b) Standing Order 13(a) shall also apply to tenders.

14 Confidentially

a) A councillor may, for the purpose of his/her official duties inspect any document in the possession of the council and request a copy of the same document.
b) Unless authorised by a resolution, no individual councillor shall in the name of the council issue orders, instructions or directions.
c) Councillors shall not disclose information given in confidence.
d) All requests for information held by the council shall be processed in accordance with the Freedom of Information Act 2000.
e) No councillor in his/her official capacity shall provide oral or written statements/articles to the press or other media.

15 Allegations of breaches of the Code of Conduct

a) On notification that there has been an alleged breach of the Code of Conduct the Chairman of the council shall be notified.
b) The subject matter of the complaint shall be confidential and the council, Chairman and Proper Officer sall take the following steps to ensure confidentiality:
    I. Draft summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
    II. Ensure that background papers are not made public
    III. Ensure that the public and press are excluded from appropriate meetings
    IV. Ensure that the minutes of meetings preserve confidentiality
    V. Consider any liaison required with the person or body with responsibility for the investigation of the matter
    VI. If the alleged breach of Code of Conduct cannot be dealt with internally the matter shall be reported to the monitoring officer of the County Council.

16 Planning Applications

a) Where possible planning applications shall be dealt with as a separate issue at the end of the agenda in an ordinary council meeting .In the case of applications which have a deadline that falls between meeting dates the Proper Officer, in consultation with the Chairman will call an extraordinary meeting of the council on a mutually agreed date in order that those applications may be processed.
b) The Chairman at his/her discression may call a public meeting when dealing with plans of a contentious nature should time allow.
c) The council may only comment on the following when processing planning applications:
    I. The proposals compliance with current national and local planning policies including the adopted Development Plan and the Local Development Framework.
    II. Supplementary planning guidance, such as Space about Dwellings or Extension to Dwellings
    III. Planning history, including relevant planning appeal decisions.
    IV. The layout, scale, massing, siting, design, and external appearance of a building/extension.
    V. Impact on surrounding area (e.g. would the development harm the character or amenity of the neighbourhood)
    VI. Adequacy/inadequacy of parking/loading/turning facilities.
    VII. The effect on traffic, road access, visibility and road safety.
    VIII. The effect on sunlight and daylight to neighbouring properties.
    IX. Visual amenity (but not loss of private view)
    X. Impact/loss of trees and hedgerows

XI. Landscaping
XII. Effect on listed buildings and conservation areas.
XIII. Disabled persons access.

The Proper Officer shall provide a copy of the Councils Standing Orders to a Councillor upon delivery of his/her declaration of acceptance of office.

A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him/her being excluded from the meeting.