

ABBOTS LEIGH PARISH COUNCIL

STANDING ORDERS

Adopted: September 2021

1. The name of the council shall be the '**Abbots Leigh Parish Council**'.
2. At all times, when acting in an official capacity as Parish Councillors, members will act in accordance with the Council's Code of Conduct.
3. Ordinary meetings of the Council shall be held on the second Monday in each calendar month at 7.30pm unless the council decide otherwise at a previous meeting.
4. At least three clear days of notice of a Parish Council meeting shall be given by the Parish Clerk to each member. Notice may be served by mail or by electronic mail. A notice of the meeting must be placed on the Parish notice boards and on the parish website.
5. The Annual Parish Meeting will be held in April each year. The Annual Meeting of the Parish Council shall be held in May, at which a Chair and Vice-Chair shall be elected for the following year. The Chair shall sign an acceptance to office form.
6. At the first Parish Council meeting after an election, the meeting shall be chaired by the outgoing Parish Council Chair (even if not elected as a Parish Councillor) until a new Chair is chosen. All elected Parish Councillors must sign acceptance to office forms before they can vote.
7. All Parish Councillors must answer the summons to attend Parish Council meetings.
8. A Parish Councillor who is unable to attend a meeting must forward apologies to the Parish Clerk, along with reasons for non-attendance prior to that meeting.
9. Parish Councillors requesting that items be added to the Agenda must advise the Parish Clerk at least five days prior to the Parish Council meeting, stating the reason for the new item and forwarding supporting documentation where applicable.
10. The following items shall normally appear on the Agenda.
 - a) Apologies for absence
 - b) Public participation
 - c) Declarations of Interest
 - d) Acceptance (or correction) of the minutes of the previous meeting
 - e) Matters arising from the previous minutes (not included as agenda items)
 - f) Planning Applications
 - g) Ward Councillor's Report
 - h) Village Issues
 - i) Finance and accounts for payment
 - j) Communications
 - k) Clerk's Report
11.
 - (a) In the absence of the Chair, the person presiding at a meeting (normally the Vice-Chair), may exercise all the powers and duties of the Chair in relation to the conduct of that meeting.
 - (b) If both Chair and Vice-Chair are absent from the meeting (other than the Annual Parish Meeting), the first business shall be the appointment of a Chair.

12.
 - (a) Three members shall constitute a quorum, but a motion to suspend Standing Orders shall not be moved without notice, unless at least two thirds of the members of the Council are present.
 - (b) A motion to add, amend or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
13. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair and Clerk may jointly arrange.
14.
 - (a) Members of the Parish Council shall vote by show of hands or a ballot if this method is thought preferable.
 - (b) In the event of an equality of votes cast, the Chair shall have a second or casting vote.
15.
 - (a) The Parish Clerk shall insert in the summons for every Parish Council meeting all notices of motions properly given in the order in which they have been received, unless the member giving such notice has stated in writing that he intends to move his resolution at some later meeting or that he intends to withdraw it.
 - (b) If a resolution specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and it shall not be moved without fresh notice.
 - (c) If the subject matter of a resolution comes within the province of a committee of the Council it shall upon being moved and seconded stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
 - (d) Every resolution shall be relevant to an issue over which the Council has power, or which affect the Parish.
16. Where there is not enough time for a matter to come before the full Parish Council, the following sub-committees may be convened to consider relevant matters and advise the full Parish Council at its next meeting:-
 - a) Planning
 - b) Finance
 - c) Village Issues
 - d) Development
17. The Parish Clerk may, if required, attend all sub-committee meetings, which will be called, as necessary.
18.
 - (a) The Parish Clerk shall, as soon as received, keep a record of the following particulars of every planning application notified to the Council:-

- i) the date on which it was received
 - ii) the name of the applicant
 - iii) the address or description of the property to which it relates
 - iv) a summary of the nature of the application.
 - (b) The Parish Clerk shall refer every planning application to the nominated member who is currently responsible for advising the Council on planning applications within 72 hours of receiving it.
 - (c) The Parish Clerk should obtain expert planning advice where necessary.
19. (a) The Parish Clerk will be employed in accordance with a Contract of Employment, operating from the Parish Office or at his/her home.
- (b) The Parish Clerk shall open all mail/email on a regular basis and will refer urgent mail to the Chair or appropriate member as soon as possible.
- (c) Any Council mail received at a Parish Councillor's private, or business address must be forwarded to the Parish Clerk as quickly as possible.
- (d) Only the Parish Clerk (or in his/her absence, the Chair) may write letters on behalf of the Parish Council. Parish Councillors may only write letters if delegated to do so by the Parish Council, and copies of such correspondence must be passed as quickly as possible to the Parish Clerk.
- (e) Non-urgent mail shall be processed by the Parish Clerk and referred to the appropriate member by distribution or at the next Parish Council meeting.
20. The Annual Parish Meeting, which is open to electors on the current Register of Electors of Abbots Leigh, must be held between 1st April and 1st June each year.
21. The Chair of the Parish Council, or in the absence of the Chair, the Vice-Chair will chair the Annual Parish Meeting. In their absence a Chair shall be elected at the meeting. Any Parish Councillors attending the Annual Parish Meeting will be attending as parishioners, and not in any formal capacity.
22. Additional Parish meetings may be called at any time by two Parish Councillors or six parishioners who are on the electoral register, giving 14 days' notice in writing to the Parish Clerk, who will then arrange the meeting. The Parish Council shall be responsible for booking the venue and paying all charges in connection with a Parish meeting.
23. Public meetings are not the responsibility of the Parish Council. A public meeting can be called by six people who become responsible for booking and paying for the venue. The chair of a public meeting will be elected at the meeting, and any member of the public can speak at such a meeting.
24. The Parish Clerk shall be responsible for the administration and management of the Parish Council's workforce.
25. Admission of public and press

- (a) The public and press shall be admitted to all meeting of the Council which may, however temporarily, exclude the public or the press or both by means of the following resolution viz:-

That in view of the special nature of the business to be transacted, it is in the opinion of this Council advisable in the public interest that the (press) (public) (public and press) be temporarily excluded and they are instructed to withdraw.

- (b) The public and the press shall not be admitted to meetings of committees or of the Council in committee unless the Council otherwise directs.

26. If any member of the Parish Council has any interest, direct or indirect, in any contract, proposed contract or other matter (as defined in the Code of Conduct), he/she shall declare it and shall not participate in discussion or voting on the subject contract or matter. However, if the interests are sensitive interests as described in the Code of Conduct, the member may participate in discussions if public participation is also permitted at the meeting but shall not vote on the subject matter.
27. Each member of the Parish Council shall be supplied with a copy of these Standing Orders.