

HUNTLEY PARISH COUNCIL

STANDING ORDERS

REPRESENTATIONS BY THE PUBLIC

1. INTRODUCTION

The Parish Council has agreed that there are occasions when members of the public may wish to make representations to them regarding an item on an Agenda, at the time that item is discussed. They have further agreed that to have such representations at the time, could be beneficial to the Council.

2. REPRESENTATIONS BY COUNCILLORS

It is the Council's desire that everyone should be given the same opportunity to make representations at a Parish Council Meeting, within reasonable boundaries, including Councillors. Where a Councillor is permitted to make representations to the Council on a matter in which they have an interest that requires them to leave the meeting, they must leave the meeting immediately after making their representation, in accordance with Standing Orders relating to member's interests.

3. PROCESS FOR THE PUBLIC TO MAKE REPRESENTATIONS

Representations can only be made to the Council within the body of the meeting regarding items that are specifically detailed on the Agenda. Anyone wishing to make representations must advise the Clerk by no later than noon on the day of the meeting. At the beginning of the Parish Council Meeting the Clerk will provide details of any representations to be made. NB. The above requirements are not necessary when members of the public are given the general opportunity to speak at the start of a Council meeting.

4. RESTRICTIONS

A maximum time of five minutes will be allotted to each person wishing to make representations to the Council. Time limits will not apply when representations are made at the request of the Council.

Where a group or organisation wish to make representations, the five-minute limit will apply to the group or organisation.

A maximum time of 10minutes will be allotted to representations for any single Agenda item. Where there are people wishing to make representations in support of an agenda item and in opposition, there will be a maximum of 6minutes allotted for each. Where the number of people wishing to make representations exceeds the maximum allotted times, permission to make representations will be given on a first come, first served basis.

5. UNACCEPTABLE REPRESENTATIONS

Representations to the Council must be factual and informative and must not include any of the following

- Personal attacks on other individuals, groups or organisations
- Slandorous statements
- Any attempt to mislead the Council
- Unproven allegations regarding an individual, group or organisation.

If the Council feels that a representation is inappropriate, they reserve the right to withdraw permission for that representation. If necessary, the Council may also insist that the person/group concerned leave the meeting.

Reference: Parish Council Meeting 4th September 2007 (item 4(f)), Parish Council Meeting 2nd October 2007 (item 4(f)), Parish Council Meeting 6th November 2007 (item 4(c)) 6th November 2007 and Parish Council Meeting 3rd November 2020 (item 3).