**Pailton Parish Council**

Parish Clerk & RFO: Leona Bendall, Holly Barn, Main Street, Harborough Magna, CV23 0HSV,
Tel 07714 467680 Email: clerk@pailtonparishcouncil.org.uk

**AGENDA**

**Village Hall, Pailton at 7.30pm on Monday 25th September 2023**

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| **1** | **Chairman’s Welcome and Apologies for Absence*** **Co-option of a fifth councillor**
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| **2****3****4** | **Declarations of Interest****Suspension of Standing Orders** For fifteen minutes to allow members of the public to raise matters of interest – individual contributions are limited to three minutes, all subject to the Chairman’s discretion**Resumption of Standing Orders** |
| **5** | **To approve the minutes and financial papers of the meeting held on 6 September 2023** |
| **6** | **Matters arising from previous meetings – not covered elsewhere on the agenda** |
| **7** | **To receive information reports**1. County Councillor [AW]
2. Borough Councillor [AG]
3. Village Hall Trust
4. Playing Field Working Group and Footpaths [KS]
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| **8****9** | **White Lion Project Update** [TS]**Finance & Governance** [clerk]1. Consider and approve the cashbook report/forecast to the end of September 2023
2. Approve the following payments for approval: Clerk’s August Salary - £301.18; HMRC August - £75.30; Clerk – second quarter office expenses - £30; Ian Dow, replacement post for allotment gate- £234; **White Lion** – Burrell Foley Fischer, September invoice - £8640; E-On Standing Charge - £32.55; Greenwood Project Management September invoice- £2106; Anthony Collins, 50% of work on the CIC - £2100
 |
| **10** | **Planning Applications and Matters for Consideration** |
| **11** | **Ongoing Village Matters** 1. Telephone Box Renovation [KS]
2. Highways Working Group [AG]
* Latest speedwatch data
1. Street lighting
2. Ex Service Men’s Club
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| **12** | **Correspondence** |
| **13** | **Additional Items for discussion at next meeting** |
| **14** | **Confirm date for next meeting as 23 October 2023**  |

Clerk & RFO: *LJBendall* Date: 18 September 2023

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**Rules of Conduct for of Meetings of Pailton Parish Council**

Pailton Parish Council continues to encourage parishioners to come to its monthly meetings and share information and views … but this can only be done in the framework of Standing Orders which are the legal rules that govern Parish Council meetings.

These meetings are formal occasions, they are not open public meetings where parishioners can participate, within reason, when they like.

In summary, the meeting begins with the chairman welcoming everyone. He also notes apologies for absence from councillors and ask councillors to declare any personal or financial interests (known as non pecuniary or pecuniary interests) that they may have in items on the agenda – this is so parishioners know that any decisions are based on the best interest of the parish.

Then the chairman moves to item 3. on the agenda and ‘suspends standing orders’ so that parishioners can raise items of interest or concern. (Fifteen minutes is allowed for this item)

At this time anyone wanting to speak should raise their hand … and always address their points to the chairman. If a councillor wishes to respond to the parishioner’s point, he or she, will also raise their hand and address their points to the chairman. There should be no discussion between members of the public with individual councillors – nor between councillors and the clerk.

Each speaker is allowed a maximum of three minutes and this is wholly at the discretion of the chairman. When the chairman decides Item 3 is concluded, the chair will ‘resume standing orders’ and restart the formal business on the agenda.

Because we want parishioners to engage with the Parish Council, the chairman may allow parishioners to contribute meaningful comments or ask questions in other parts of the meeting. **But this is always at the chairman’s discretion** and must always follow formal procedures: the parishioner must raise his/her hand and can only address the chairman - not individual councillors or other parishioners present.

Without keeping to these rules meetings can become chaotic and councillors will not have the opportunity to express their views.