



## **HORTON PARISH COUNCIL - PUBLIC PARTICIPATION - COUNCIL MEETINGS**

### **1 Introduction**

Parish Council meetings including all full meetings or committees are open meetings. This means that the press and the general public are able to attend. There are only two exceptions (a) when Councillors have confidential matters to discuss and pass a resolution to move into a 'Part II (private) meeting which excludes the press and the general public. (b) The Annual Parish Meeting or extraordinary Parish Meeting where only registered electors of the Parish are entitled to speak and vote.

### **2 Public Speaking at meeting/s - Full Council**

The general public have NO rights to participate in the proceeding of the Council, unless invited to do so, following a resolution of the Council, and the public contribution being relevant to the agenda item under consideration or discussion. But the Parish Council have adopted the following provisions to encourage open communication and sharing of information

#### ***(i) Agenda item - Questions from the Public - included on all agendas***

A member of the general public may under this agenda item raise in person, any matter, ask a question and/or address the Council on a specific subject/s. In all cases public comments and Council responses must be made through the Chairman of the meeting who has the authority to place a time restriction on proceedings.

Members of the general public unable to attend may submit their comments, concerns or questions in writing or by emailing the Clerk to the Council providing, these are received by noon on of the day preceding a published meeting. Depending to the matter raised the Clerk will respond, if appropriate, within 7 days of the meeting date.

#### ***(ii) Planning Application/s***

Members of the general public will be granted the opportunity to address the meeting on planning applications published on the meeting agenda, without the legal requirement to suspend and re-convene the meeting

- The Applicant 2 minutes.
- Objectors and/or supporters a collective time two minute

Specific rules apply to fully constituted Resident or Community Groups.

#### ***(iii) Ward Councillors attending:***

Ward Councillors (being Members of the Public) will be invited to address the meeting under a specific agenda item or at the discretion of the Chairman, without the legal requirement to suspend and re-convene the meeting

### **3. Committee/s of the Council.**

Although open to the general public committee meeting/s do NOT offer the same opportunities for public participation but at the discretion of the Chairman members of the general public may be allowed to speak, if comments or questions directly relate to an agenda item.

Should you wish to address a committee meeting please notify the Clerk prior to the start of the meeting, so that the Chairman can be notified and give consideration to the request.



## 4 Openness in Local Government: - Recording of meetings

The Parish Council have adopted the following policy statement for inclusion on public agenda/s and the Chairman's introduction at the opening of any meeting

1. Under the "Openness of Local Government Regulations 2014", the Parish Council generally permits the recording of the content of its public meetings. Filming or photography requests should be notified to the Clerk, and Councillors will consider the request and agree conditions in advance of the meeting. Please see Public participation for operational rules
2. In the event of filming or recording having been notified, YOU must notify the Clerk to the Council that you DO NOT wish to be filmed, photographed or recorded - otherwise it will be assumed that your consent has been given
3. While virtual meetings are being held the meetings will be recorded and made available on the shared drive (technology permitting)

### Operational Rules that apply if recording consent has been given:

- a) Those recording, filming, blogging or tweeting at the meeting DO NOT have the right to give an oral report or commentary during the meeting.
- b) Those that are recording or filming all or part of a meeting should NOT edit their recording or film in any way that could lead to misrepresentation or misinterpretation of the proceeding.
- c) Only by prior agreement will the use of flash photography or film lighting be allowed
- d) Those filming must have a constant awareness of the restrictions that apply to the filming of children and venerable people.
- e) Filming or recording can only take place from a fixed position, which has been agreed in advance with the Chairman/Clerk to the Council. (H&S rules with regard positioning of cables/equipment also apply)
- f) The Chairman of the meeting has ABSOLUTE discretion to suspend or terminate any actions or activities that in his or her opinion is disruptive.
- g) Should a notification be received that a person does not wish to be recorded, filmed etc, that request must be adhered to.

Please note: If Horton Parish Council is required to meet via Zoom or other virtual platforms this policy will be interpreted as applying to virtual meets as well as face-to-face meetings

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