

HOPTON WAFERS PARISH COUNCIL

Public Participation Policy

Hopton Wafers Parish Council wishes to encourage the public to attend its regular monthly meetings, extraordinary meetings, and those of any committees it may hold. Where appropriate, it also welcomes public participation (when considering planning applications, for example).

Availability of Agendas,
Minutes of meetings, etc.

Meeting Agendas and Minutes are posted on the notice boards at Doddington and Hopton Wafers Village Halls. Agendas and Minutes are also available from the Council's website at www.hoptonwafersparishcouncil.org.uk

Copies of documents are available from the Parish Clerk in accordance with the Council's Freedom of Information Policy (see below for contact details).

Public attendance at
meetings

As a general rule, all Parish Council meetings (including those of any committees) are open to the press and members of the public.

However, from time to time, confidential items may be discussed in which case the press and members of the public are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Written submissions

Members of the public may submit comments on any agenda item in writing (including by e-mail or through the contact option on the website). Members of the public may also submit a written request for the Parish Council to consider any matter within its remit. Valid requests will be put on the Agenda for the next appropriate meeting.

The Clerk will respond as soon as practicable to any such requests, informing the date and location of the meeting when comments will be discussed.

The Chairman of a meeting may read out all or part of a written submission or summarize a submission (or a group of submissions making a similar point).

Where allowed by the Freedom of Information Act 2000, requests for confidentiality will be respected.

Written submissions should be sent to the Parish Clerk (see below for contact details).

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Public speaking

There is no automatic right for members of the public to speak at Council meetings outside the Public Participation Session. The Public Participation Session provides an opportunity to ask questions or make comment on items that appear on the Agenda.

Requests to speak outside the Public Participation Session should preferably be notified to the Parish Clerk, verbally or in writing before the start of the meeting, indicating which Agenda item the request relates to. Members of the public may also indicate that they are willing to answer questions from councillors on any Agenda item about which they have particular knowledge.

The Chairman will consider requests, during the Public Participation Session, to speak on an Agenda item at a later point in the meeting but is not obliged to grant all or any of them.

Where more than one person makes a request to speak, the Chairman may ask those wishing to make a similar point to appoint a spokesperson. The number of people invited to speak on any Agenda item will be limited to a maximum of three.

In most cases, priority will be given to requests to speak in the order that they are notified to the Parish Clerk, but this may be varied by the Chairman of the meeting where it is necessary to ensure that differing views are aired.

Persons invited to speak are requested to give their name and address and state their interest in the matter under discussion. Statements may be limited to a maximum of three minutes each. The Chairman of the meeting may curtail any speech (for example, if inappropriate language is used).

Co-option

The Parish Council may agree to co-opt interested members of the public to assist with certain committees or action groups formed to deal with certain defined projects.

Standing Orders

This Public Participation Policy has been compiled in conjunction with, and in addition to Council's Standing Orders (Section 3d – 3k) adopted by Council on 13th January 2014 (reviewed 12th July 2021).

Contact details for the Parish Clerk

Mrs Dorothy McBride
Hopton Wafers Parish Council
The Willows, Hollywaste
Cleobury Mortimer DY14 0HB

Or by email to: clerk@hoptonwafersparishcouncil.org.uk
Tel: 01299 272717