WALTON PARISH COUNCIL

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Walton Parish Council represent the parishioners of Walton and are always keen to listen to your suggestions, concerns and complaints. The Parish Council can be contacted outside of meeting times by various methods:

Post to the Clerk: 4, The Dell, Talkin. Brampton. Cumbria CA8 1AQ
Email to the Clerk: clerk@waltonparish.co.uk
Website: www.waltonparish.co.uk
Telephone: 07545086857

Councillors can all also be contacted by either telephone or email. A full list of Councillors email addresses and phone numbers are published on our website.

In addition, as part of its efforts to engage with the community, Walton Parish Council allocates a time for public participation close to the beginning of its meetings when members of the public are invited to speak, the procedure for which is set out below.

Public Participation

1. The Public Participation Session is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
2. This session will be limited to a maximum time of 15minutes (as per NALC model Standing Orders)
3. The time for each member of the public to speak is limited to 3 minutes. (as per the Unitary Authority's permitted time for a member of the public to speak)
4. Any person speaking at a meeting shall address his comments to the Chairman.
5. If more than one member of the public wishes to speak on the same topic they are advised to nominate one person to speak on their behalf. This will avoid duplication and make the best use of the time allocated for the public participation period.
6. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
7. The Chairman may at any time permit an individual to be seated when speaking.
8. Written statements must be received by the Clerk at least 2 working days prior to the meeting
9. A question raised by a member of the public during a public participation session does not require a response or debate.
10. Neither Councillors nor the Clerk will be expected to respond immediately to comments made under public participation. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
11. If the issue is on the agenda then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a written reply to their query.
12. If matters raised are not on the agenda for the meeting in progress these can be used to form part of the agenda for a future meeting at the discretion of the Council.
13. A record of topics raised at public participation will be included in the minutes of that meeting.
14. All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

15. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her.
16. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
17. The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
18. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and to exclude a disorderly person.
19. Any member of the Council, who has declared a disclosable pecuniary interest on an item to be discussed, will be allowed the same rights and time as a member of the public for this session. This member will be required to leave the room before the Council considers the matter in which
they have declared a disclosable pecuniary interest.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion, unless invited to do so by the Chairman.

Members of the public may be excluded by a resolution of the meeting if it is considered that their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the exclusion.

Meetings of the Parish Council are not public meetings, but members of the public do have a statutory right to attend as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so.

Members of the public should not be involved in the decision-making process during a meeting of the Council nor can the Council make any immediate decisions on items that are not included in the agenda. We would therefore recommend that you contact either the Clerk or any Councillor outside of a meeting to ensure that your viewpoint is heard fully and so that the matter can be taken forward to the next Council meeting if appropriate.

The Parish Council Policy and Guidelines for broadcasting or using Social Media at Council meetings