

Meeting of South Leverton Parish Council

Thurs 11th Mar 2020, 7:00pm Virtually via Zoom

Members of the public are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. As issues raised during the public session may not relate to items on the agenda, no resolution for action can be taken. Notice to attend given by *Ed Knox* Clerk & Responsible Financial Officer of the Council. All Members of the Council are summoned to attend, virtually, as per the regulations enacted under the Coronavirus Act 2020, for the purpose of considering and resolving upon the proposed business transacted at the meeting as set out in the Agenda below:

AGENDA

1. To Elect a Chairman of the Council for the Meeting
2. To Approve Apologies for Absence
3. To Record Declarations of Interest in any item to be discussed
4. To Approve the previous meeting Minutes
5. To Receive District & County Councillors Reports
6. Adjournment for Public Forum (Maximum of 10 Minutes)
7. Finance -
 - a. Payments for Approval
 - b. Income Receipts & Bank Account Balances
8. To Approve Website Provider Transfer
9. To Discuss Replacement Benches for Retford Road and Church Street at the bottom of the hill
10. To Approve a Leaflet Drop informing the public of the pending Bi-Election
In accordance with the Public Bodies (Admission to Meetings) Act 1960 the following agenda item the council may vote to close the item to members of the public due so that the Council can discuss Staffing matters (which may include, but not limited, to contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual) minutes of the decisions made under this item will be open to the public.
11. To Discuss Staffing Matters
12. Closure of the Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88170420514?pwd=em5EQnYvWUtLa1RyZ2NYNG9ha1BJdz09>

Meeting ID: 881 7042 0514

Passcode: 521313

Virtual Meeting Guidance

This is a formal Parish Council meeting and will be held, just as those normally held in person, using the agenda which the Clerk has published.

All Members of the Public shall be on Mute apart from during public forum.

*As with physical meetings, members of the public will be given an opportunity to speak **only** during public participation, they will not be permitted, unless invited to do so by the Chairman, to speak at other times. The Clerk has the ability to mute or remove anyone who causes a nuisance/disruption to the meeting.*

Please don't all speak at once. So that we have some order, please speak in turn, using the 'reactions' button at the bottom of the Zoom screen or wave if you'd like to speak.

Please note that we will not be using the 'chat' function with the public. If necessary, the Clerk will email any documents to Cllrs by email before the meeting.



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

To all Parish/ Town Council Clerks

Dear Parish/ Town
Council Clerk

Our ref: Coronavirus Act 2020
Please ask for: Cara Hopkinson
Direct Dialling: (01909) 533252
Email: cara.hopkinson@bassetlaw.gov.uk

Coronavirus Act 2020

7th April 2020

I am writing to update you on emergency legislation that has been made to support local authorities including Parish and Town Council's in response to Coronavirus.

Two sets of regulations have been made under the Coronavirus Act 2020. The first set enables meetings before 7 May 2021 to be held remotely and removes the requirement for the annual meeting this year. The second set postpones until 6 May 2021 local by-elections and other polls, either scheduled or which would otherwise arise before that date.

Local authorities, Parish and Town Councils can therefore decide not to hold the legally prescribed annual meeting.

Where meetings are held, there is the flexibility to hold them at any time of day and on any day, to alter how frequently they are held and to move or cancel them without further notice.

Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting or when the council determines.

Meetings may be held remotely including via telephone conferencing, video conferencing. Remote attendance by members counts for other purposes such as the six-month rule on attendance, and for allowances. Members of the public and press may also access meetings remotely rather than in person.

The regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

You can find the regulations and supporting documents on the legislation.gov website

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

CARA HOPKINSON

Democratic and Electoral Services Manager

Guidance for Members of the Public Present at Parish Council Meetings

- 1.1. Meetings, including virtual ones, shall be open to the public unless 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. A reason shall be given on the Agenda for the public's exclusion and the following types of business shall be classed confidential:
 - 1.1..1. **Staffing matters** (including, but not limited, to contracts of employment, salaries, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual)
 - 1.1..2. **Tenders & Contracts** (including, but not limited to, terms of tenders & contracts, proposals and counter proposals, consultations and negotiations of contracts, including tenancies and hire agreements and or negotiations relating to Contractor labour or financial/business affairs of a person.)

- 1.1..3. **Legal Proceedings** (including, but not limited to, preparations, proposals and discussions, correspondence/communications with the Councils legal representative, solicitor(s) or courts)
- 1.1..4. **Disputes** (the early stages of any dispute)
- 1.1..5. **Councillor Co-option** (to discuss the merits of each applicant and their personal attributes. To allow the Council to either decline the applicant or offer to co-opt the candidate to the Council.) Once each candidate has been seen, the Chairman will re-admit the members of the press and public.
- 1.1..6. **Crime** (Information relating to any action taken, or to be taken in connection with crime prevention, crime investigation or crime prosecution.) This is so that potential perpetrators of crime are not made aware.

Members of the public are allowed to attend as **observers** of our meetings; it is the public's statutory right under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. However, the Public have the right to be present at the Council meetings (bar the above exceptions), the law does not give members of the public the right to participate in the meeting nor hear what the Council members or clerk is saying. Once the Chairman has commenced the meeting, all members of the public shall remain silent at all times.

- 1.2. Members of the public are requested to switch their mobile devices to silent for the duration of the meeting.
 - 1.3. The Public Forum is outside of the Council meeting. It is regarded best practice (however there is **no** legal right to have this section or any interaction with the public) for councils to have an agenda item where members of the public are permitted to put questions to the council lasting for a maximum of 15 (Fifteen) minutes, allows members of the public to speak.
 - 1.4. A member of the public shall raise their hand (or wave if virtually) when requesting to speak (except when a person has a disability preventing the raising of their hand or is likely to suffer discomfort due to an injury).
 - 1.5. A member of the public who speaks at a meeting shall direct their comments to the chairman of the meeting.
 - 1.6. No individual member of the public shall speak for more than 5 minutes.
 - 1.7. Only one member of the public is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking
 - 1.8. A question shall not require a response at the meeting nor start a debate on the question from the Council. However, at the discretion of the Chairman, the Council may give a response or may start a debate or decide to add a question asked to the next Agenda.
 - 1.9. All statements, questions and any responses potentially given should be fact related and not personal in nature. There should be no personal views about individuals made.
 - 1.10. At the end of the 15-minute period the Chairman shall draw the public forum to a close and reconvene the Parish Council meeting
 - 1.11. **All persons' present will act respectfully towards every other person present and must not act in any manner which demeans, insults, belittles, threatens, intimidates any another person.**
 - 1.12. **All statements, questions, challenges, responses, or criticisms shall be made politely.**
 - 1.13. Members of the public must not move towards the Councillors, away from the public seating area without consent of the Chairman during the meeting.
 - 1.14. During the Council meeting, the Chairman may at their discretion, adjourn the meeting to allow a member of the public to speak on a subject, if the Chairman feels that it will be of benefit to the debate. The Chairman shall then reconvene the meeting.
 - 1.15. **The Chairman's decision is final on public participation**
 - 1.16. At the conclusion of the Public Forum members of the public shall remain silent except that the Council may, by resolution, agree to close the meeting to allow a member(s) of the public to comment.
 - 1.17. No smoking or alcohol consumption shall be permitted at meetings.
- 2. Disorderly Conduct at meetings**
- 2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If disorderly conduct occurs, the chairman of the meeting shall request such person(s) to moderate or improve their conduct. The clerk or chairman may eject such persons to the waiting room of the virtual meeting, remove them from the virtual meeting altogether or mute them.

