



# North Hinksey Parish Council



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## **A MEETING OF THE PARISH COUNCIL WILL BE HELD ON THURSDAY 8<sup>th</sup> AUGUST 2019, AT 8.30 PM, IN THE NEW SEACOURT HALL, BOTLEY.**

**INFORMATION FOR THE PUBLIC** Members of the public are encouraged and welcome to attend meetings, but have no right to participate in the general proceedings of the Council, unless invited to do so by Council (the Chairman). However, to help create and sustain public interest in the Council's work a 15-minute period (which can in special circumstances be increased, if a majority of councillors agree) will be provided in all full Council and Committee meetings to put relevant questions. The Council will either provide a reply at the meeting or a written response after the meeting.

In order to allow the maximum use of the time allowed for questions, parishioners will be able to ask a maximum of two questions at any meeting, with no extra issues/questions raised within them. Initial questions will be answered in the order in which they have been received by the Council.

Following the asking of all initial questions the remaining time may be allocated to the answering of second question in the same order. It is not guaranteed that there will be sufficient time at the meeting to answer all questions, however written answers will be provided after the meeting to any questions not receiving a verbal answer at the meeting.

Parishioners may ask for clarification about any reply given at the meeting including a request for further detailed information on aspects of that specific topic which have only been revealed through the reply, but may not ask further questions that are not directly related to the reply.

Each question will be allocated a maximum of 5 minutes in total to be asked, and for the provision of any responses including clarification of the original response.

**Questions must be notified in writing, (e-mail preferred), to the Chairman of the Council or Parish Clerk, no later than 72 hours before the scheduled start time of the relevant Council or Committee meeting.**

It is expected that questions will be asked in a reasonable and polite manner. Where questions contain elements that are considered by the Parish Clerk to be unacceptable; then the parishioner will be informed of this fact and be asked to provide an acceptable version of the question in writing no later than 24 hours before the scheduled start time of the relevant Council or Committee meeting.

Examples of unacceptable content include: expletives or abusive comments towards individual Councillors or the Council as a whole (which the parishioner would be required to remove); statements within the question that include patently incorrect or misleading information being portrayed as a definite fact (which the parishioner would be asked to correct). It is also expected that in responding to questions Councillors should treat questioners with respect, in line with the Code of Conduct.

Should a delegation wish to discuss a notified matter with the Council, they should appoint a spokesperson to act on their behalf, prior to the meeting.

Outside of formal Council meetings it is possible for members of the public to submit questions to the Parish Clerk or to a relevant Councillor at any time, and answers should subsequently be provided within a reasonable period of time. This practice should be encouraged as a more effective way for Council to provide requested information quickly in most circumstances.

**FULL COUNCIL CURRENTLY CONSISTS OF 14 MEMBERS; A QUORUM IS 5 MEMBERS.**

**Councillors are asked to note that this meeting will be audio recorded.**

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# **AGENDA**

**19/55 APOLOGIES FOR ABSENCE.**

**19/56 DECLARATIONS OF INTEREST**

**19/57 COUNCIL MATTERS:**

**North Hinksey Parish Neighbourhood Plan.** Following the production of the final report by the Independent Examiner (as circulated previously), Councillors to discuss the current position and AGREE appropriate actions for the next stage of the process.